George Brown

The City College

GEORGE BROWN CONTINUING EDUCATION

80/81

WINTER SUPPLEMENT

E-164

George Brown
The City College

George Brown College is located in the heart of the City of Toronto. It offers all the advantages of city life including good public transportation, and access to entertainment and cultural activities. The College's wide range of programs and services reflects the diversity of the city itself.

Nearly 50,000 full- and part-time students register with George Brown College each year. About half come from Toronto. The other half are drawn from the rest of Ontario and overseas.

George Brown College
of Applied Arts and Technology
Box 1015, Station B, Toronto,
Ontario, M5T 2T9

Part-time programs commencing September 1980

For information, telephone 967-1212

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Facilities

After many years of moving in and out of temporary premises and the construction of new buildings, the College has now settled into four main campuses, all located in the Inner City.

Casa Loma Campus, at 160 Kendal Avenue, opened in the fall of 1973. It houses most of the construction technology programs and has been specially designed so students can study its construction. Allied Health Auxiliaries, Jewellery Arts, and Ceramics programs are also located at this campus.

St. James Campus is located on the north side of King Street between Jarvis and Sherbourne. The historical building dates back to 1874, when the first segment was built by Christie-Brown Bakery Company. When the College took it over in 1971, the building was completely gutted inside, and rebuilt to modern specifications. The attractive exterior has been completely restored. It now houses programs in Electronics, Business, Graphic Arts, Nursing and Dance.

Kensington Campus, at 21 Nassau Street is located in the heart of one of Toronto's most interesting ethnic areas. The famous Kensington outdoor market is just steps away. Kensington Campus has programs in Food and Fashion Technology and Community Services.

College Campus on the south side of College Street west of Bathurst, is a short walk from Kensington. It houses the Language Training Centre and the Industrial Training Division.

Nightingale Campus is located at 2 Murray Street, just west of University Avenue on Elm Street. All post-diploma Nursing and Community Services programs are conducted there.

In addition to these four main campuses the College has a Theatre Arts building at 530 King Street East, a Driver Training facility at Polson Pier.

Courses and Programs

Full-time The main purpose of all full-time programs at the College is to provide students with a combination of marketable skills, education and realistic expectations that will prepare them for a highly-competitive job market.

Advisory boards consisting of college staff, senior students or graduates, and representatives from business and industry meet at least twice a year. Their input helps keep programs relevant and allows the College to adapt its programs to changing needs

Full-time students at the College fall into three categories: those enrolled in two and three-year programs that require high-school graduation; those taking "short" programs of three weeks to one year, usually requiring Grade 10, and apprentices involved in trades training... men and women required to take a prescribed number of weeks classroom training each year as part of their apprenticeship.

While the College does not publish a traditional full-time calendar, details of full-time programs may be obtained from the Information Services Department by calling 967-1212 extension 591/2/3 or 4.

Many full-time students are drawn to the College by two- and three-year programs unique to George Brown College.

Provincially Unique Programs

- Acoustics Technician
- Addiction Counsellor
- Apparel Management
- Clinical Methods in Orthotics Prosthetics
- Commercial Ceramics
- Court Reporting
- Culinary Management
- Dance Training
- Dental Technician
- Denture Therapist
- Fitness Instructor
- Mechanical Engineering Technician (Building Services Drafting)
- Orthotic Prosthetic Techniques
- Physical Distribution
- Piano Technician
- Residential Construction Management
- Watchmaking
- Word Processing

Others come to the College to take programs in which six semesters' work is studied in two years. These programs would normally take three years to complete. But a 45-week academic year allows students to graduate one year earlier than usual.

"Three-in-two" Programs

- Electronic Technology
- Electrical Technology
- Instrumentation Technology
- Survey Technology

Information and application forms for two- and three-year programs are available at high school guidance offices, or directly from the College.

Exceptions to the usual grade 12 entrance requirement are sometimes made for mature students (over 19) who show ability to succeed. College preparatory programs are also available for adults who wish to upgrade their academic qualifications for admission to college programs.

Short Programs Application for Manpower, skill-training programs — three weeks to 52 weeks long — must be made through the applicant's local Canada Manpower office. Some programs have a limited number of "open seats" for fee-paying students, but availability varies from program to program.

Apprenticeship Application for apprenticeship is made through the Industrial Training Branch of the Ministry of Colleges and Universities, 558 Yonge Street, Toronto, Ontario M4Y 1Y9. Apprentice must have a sponsoring employer.

Part-time In addition to full-time programs, the College offers a variety of career-related and general-interest, part-time courses. All the part-time courses listed in this calendar are taught on College premises. Most are held in the evening, one or two nights a week.

There are three major start periods: fall, winter (after Christmas), and spring. A limited number of courses are also held during the summer.

Industrial Training Division The College also has an Industrial Training division which works with business and industry to develop customized employee training programs.

Employer-Sponsorad Training Employer Sponsored Training is the Ontario Government's response to the need for highly flexible training programs to meet the specific skilled labor shortages. Under the new training initiative, a Community Industrial Training Committee, representing both industry and labour, has been established for the City of Toronto to identify current and threatened local shortages of workers in highly skilled industrial trades. The Committee will also examine alternative training methods for meeting these shortages. George Brown College has responsibility for liaison between the Committee and the Ministry of Education. Training of individuals, when necessary, will be done primarily in an industrial or business setting

Conference/Seminar Unit The Conference/Seminar Unit provides up-to-date training workshops to managers, professionals and support staff from business, industry, education, health and government. Workshop leaders are recognized practitioners in their field and provide participants with valuable hands-on learning experiences. For more information on 1980/81 programs please call the Conference Centre office at 967-1212 ext. 700.

Services

Accommodation information is posted at the Administration Building, 500 MacPherson Avenue. There is no shortage of boarding and rooming facilities in Toronto. Rates vary from $38 to $40 per week for room and board. In addition, limited accommodation is available for female students at the Nightingale Residence, 2 Murray Street.

Counselling Services are available on each campus to provide educational, vocational and personal counselling.

Health Centres on each campus are staffed by Public Health Nurses. A physician is available for consultation on an appointment basis. Services include individual health counselling, health education programs and emergency care in the case of accident or illness.

Libraries for study and leisure reading, operate at Casa Loma and Kensington Campuses from 0800-1800 hrs., Monday to Thursday, 0800-1600 hrs., Fridays; at St. James from 0800-1900 hrs., Monday to Thursday, 0800-1700 hrs., Fridays; at Nightingale from 0800-1600 hrs., Monday to Friday. Library hours are shorter during the summer months.

Campus Placement Offices provide career planning and employment search information and maintain contact with potential employers on behalf of graduates. Permanent, part-time and summer employment opportunities are posted on bulletin boards at each Placement Office.

Parking and transportation There are limited parking facilities available at or nearby each of the campuses. Students are encouraged to use the Toronto Transit Commission system which serves each campus well. Reduced fares are not available to part-time students on either the TTC or GO Transit.

Athletic Activities are co-ordinated from the office at the Casa Loma Campus gymnasium. The emphasis is on intramural and recreational activity. A limited number of teams participate in the provincial inter-college league There are gymnasia at Kensington, St. James and Casa Loma Campuses.

Room Location Each campus has a slightly different room numbering system with the first character indicating either the building or the floor. Guidance should be sought from the Campus Admissions or Principal's Offices.

Financial Assistance. Applicants for admission to post-secondary programs who are Canadian citizens or landed immigrants, having resided in the country for at least 12 consecutive months prior to enrolment, may be eligible for financial assistance under the terms of the Ontario Student Assistance Program or of the Canada Student Loans Plan. Students in part-time programs are eligible to apply for assistance. Further information and application forms are available at the Student Services Office of the College, 500 MacPherson Avenue

Note: These services are not usually available for students in part-time continuing education courses. However interested students should contact the appropriate service during regular office hours for assistance or special arrangements.

Information and Registration Instructions

Application/Registration Application may be made by mailing the form included in this calendar accompanied by the total course fees to the appropriate Campus Admissions Office.

Because many courses described herein are very popular and because enrolment is often limited, application should be made as much in advance of the listed start date as possible to ensure a place Mail-in forms should be received at the College at least two weeks prior to the start date. In-person registration is strongly recommended. Applications are treated on a first-come-first-served basis

Registration Locations Candidates are expected to register at the campus conducting the course as indicated in each course description even though more than one campus may be involved for an individual choosing two or more courses.

Locations of the campuses are as follows:

College Campus
507 College Street
Tel: 967-1212, ext 305 or 306
Office hours:
0800-1930 hrs.
(Monday to Thursday)
0800-1630 hrs.
(Friday)

Casa Lome Campus
160 Kendal Avenue
Tel: 967-1212 ext. 404 and 405
Office hours:
0730-1930 hrs.
(Monday to Thursday)
0800-1630 hrs.
(Friday)

Kensington Campus
21 Nassau Street
Tel: 967-1212, ext 606, 608 or 609
Office hours:
0730-1930 hrs
(Monday to Thursday)
0800-1630 hrs.
(Friday)

St. James Campus
200 King Street East
Tel: 967-1212, ext. 549 or 510
Office hours:
0800-1930 hrs.
(Monday to Thursday)
0800-1630 hrs.
(Friday)

Nightingala Campus
2 Murray Street
Tel: 967-1212
Office hours:
0830-1630 hrs.
(Monday to Friday)

Summer hours during June, July and August for offices at all campuses are 0730-1800, Monday to Thursday and 0730-1630 on Friday. Except College Campus which opens at 0800 hrs.

Samesters/Start Dates
Part-time course offerings are grouped into three main periods or semesters during the academic year although not all courses start according to any specific schedule. Consult course descriptions for actual start dates.
Fall semester begins
September 15
Winter semester begins
January 19.
Spring/Summer semester begins
April 27.

Tuition Fees/Incoma Tax Receipts
Tuition fees are listed for each course as "Fee" The pink receipted copy of the registration form bearing a cash register imprint is your official receipt for income tax purposes and admit-to-lectures card. Please retain it carefully since no duplicates will be issued under any circumstances

Mail-in applications will be processed only if the total fee is included. Receipts will either be returned by mail or handed-out in class. Your cancelled cheque is your temporary receipt.

No notification of acceptance of mail-in registrations will be made.

Registration Fae A registration fee of $5 is included in the tuition fee and is **non-refundable** except in the case of course cancellation by the College

Metarials Faa Some courses have an additional charge levied for materials used in the course or retained by the student. This fee is not eligible for taxation deduction purposes and must be paid with the tuition fee at application or registration.

Method of Peyment Fees may be paid by cash, cheque or money order payable to. GEORGE BROWN COLLEGE. Cheques should not be post-dated.

Candidates must pay their own fees in advance of the start date of classes even though they may be reimbursed by a third party. The College will not bill outside agencies for individual part-time courses. Registration is not complete until all fees are paid.

Senior Citizens Candidates who have attained the age of 65 on or before the start date of the course will pay only the $5 registration fee and any applicable materials fees for any course in this calendar. They must register as usual by mail or in person.

Refunds Refunds may be requested in person or in writing at the Campus Admissions Office **before the third scheduled meeting of the class.**

No request for refund will be entertained without surrender of the official pink receipt.

The $5 registration fee is non-refundable except where the course is cancelled by the College.

A charge of $5 per scheduled session of the course to a maximum of $10 will be deducted depending on the date the refund was requested and irrespective of whether or not the candidate actually attended classes.

Refund cheques will be mailed within two weeks. Cash refunds or credits are not allowed.

In some courses with especially high materials fees a prorated deduction based on estimated consumption during the sessions attended will be subtracted from any refund of fees.

Course Cancellations/Changes The description of course offerings contained in this calendar is a statement of intention on the part of the College which will be carried out as closely as circumstances permit. However, the college reserves the right to cancel or change any of the particulars of course offerings without notice.

A full refund will be made if a course section is cancelled and every effort will be made to contact registered students in advance.

Class Cancellations/College Closings In the event of inclement weather, emergencies or other circumstances beyond the College's control that force cancellation of classes, announcements will be broadcast on radio stations C.B.L. (740) and C.F.R.B. (1010).

Minimum Enrolments The College reserves the right to cancel any class for which attendance has dropped below the required minimum and to suspend or combine during the session any classes or sections in which attendance falls below the minimum.

Changes of Course/Transfers Request for course changes or transfers will be accepted only if made prior to the third scheduled class, accompanied by the official receipt and if there is space available in the desired class.

Transfers will be considered a withdrawal from the first course and registration in the second. Thus the $5 registration fee from the first course is forfeit and full fees will be charged for the second.

Prerequisites Candidates are advised that many of the courses listed require considerable related experience or proof of successful completion of previous courses. Prerequisites stated are firm and are the minimum requirement.

Part-Time Studies During the Day Under certain conditions, enrolment in regular day classes of some subjects is possible although the regular continuing education program is essentially confined to the evening. For further information call 967-1212 before 3 p.m. and ask for the Chairman's Office for the relevant subject area. Inquiries may also be made at the Campus Admissions Office.

Certificetion Some courses may be combined with others in this calendar to earn successful candidates a variety of certificates issued by the College. These are clearly outlined in the preamble of the relevant section.

In addition, some courses lead to certification of accreditation by external professional or licensing bodies. Applicants should direct any questions to the Admissions Office at the time of registration.

Courses in the Community Services division may be accumulated for credit towards both certificate and post-secondary diploma programs. Students in these courses will pay no higher tuition fees than if they completed the same program full-time.

Academic Credit/Grading Wallet-sized grade report cards are mailed to all registrants within approximately one month of the scheduled course termination date.

Actual letter grades are issued for many courses while others are marked on a PASS/FAIL system or elicit a COMPLETED/INCOMPLETE status indicator on the grade report.

Text Books and Supplies Text books and supplies for all part-time courses may be purchased at the individual campus bookstores. These stores are open in the evening for approximately two weeks at the beginning of each semester. For information ask your instructor or call the College at 967-1212 and ask for your campus bookstore.

Financial Aid Students who are enrolled in part-time courses which may be credited toward a Ministry approved diploma or certificate program may be eligible for financial assistance. For complete details please consult the Financial Aid Office at 967-1212, extension 235.

0001 — 12.01 AM	1300 — 1.00 PM
0100 — 1.00	1400 — 2.00
0200 — 2.00	1500 — 3.00
0300 — 3.00	1600 — 4.00
0400 — 4.00	1700 — 5.00
0500 — 5.00	1800 — 6.00
0600 — 6.00	1900 — 7.00
0700 — 7.00	2000 — 8.00
0800 — 8.00	2100 — 9.00
0900 — 9.00	2200 — 10.00
1000 — 10.00	2300 — 11.00
1100 — 11.00	2400 — 12.00 midnight
1200 — 12.00 noon	

ACADEMIC

Academic Upgrading/Collega Praperatory

These courses are designed for those who wish to upgrade their academic standing for self-development and career improvement and for entry into Apprenticeship, Vocational training and two-year diploma programs offered at Colleges of Applied Arts and Technology

English Upgrading 8 ENG 906

Tuesday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $35.00

Prerequisite: Grade 7 English or equivalent.
Course Content: A basic course emphasizing grammar, usage, spelling, vocabulary, reading, and compositional skills. For students who have been out of school a number of years, this course is an excellent means of refreshing basic language skills and preparing for more advanced courses in English upgrading. Instruction will be individualized although group instruction will be offered as well.

Start date:
January 6, 1981

English Upgrading 9 ENG 907

Tuesday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $35.00

Prerequisite: ENG 906 or equivalent.
Course Content: Grammar and usage in considerable detail with application to writing assignments at each session. Punctuation. Spelling. Vocabulary development. Reading. Group teaching techniques will be used as well as individualized instruction.

Start date:
January 6, 1981

English Upgrading 10 ENG 908

Tuesday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $35.00

Prerequisite: ENG 907 or equivalent.
Course Content: Brief review of grammar and punctuation as required. Emphasis will be on developing proficiency in vocabulary, reading and writing skills. Writing skills portion of course will involve descriptive, expository and narrative writing, short reports, and introductory business letters.

Start date:
January 6, 1981

English Upgrading 11 ENG 909

Monday and Wednesday
1900-2200 hrs. (Fall and Wintar)
1730-2030 hrs. (Summer)
Casa Loma Campus
60 hours
Fee: $35.00

Prerequisite: Grade 10 English or ENG 908
Course Content: Basic communications designed to improve reading rate and comprehension, vocabulary range, principles of discussion and debates; the English language in terms of origin, factors that cause a language to change and standards of usage; essays emphasizing creativity will also be required. Detailed analysis of the short story, poetry and short plays from Twentieth Century literature.

Start date:
January 26, 1981

English Upgrading 12 ENG 910

Monday and Wednesday
1900-2200 hrs. (Fall and Wintar)
1730-2030 hrs. (Summer)
Casa Loma Campus
60 hours
Fee: $35.00

Prerequisite: Grade 11 English or ENG 909.
Course Content: Techniques used by various writers as guidelines for the students in assessing their own work, listening and oral skills with emphasis on debates, presentations, and simulated meetings; detailed analysis of representative twentieth century writers with emphasis on drama and novels.

Start date:
January 26, 1981

Mathematics Upgrading 8 MATH 906

Thursday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $35.00

Prerequisite: Grade 7 mathematics or equivalent.
Course Content: Whole numbers, fractions, decimals, percent, ratio and proportion, introduction to metric system and use of calculators. Individualized instruction.

Start date:
January 29, 1981

Mathematics Upgrading 9 MATH 907

Thursday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $35.00

Prerequisite: Math 906 or equivalent
Course Content: Brief review of fractions, decimals, and percent. Powers, square roots, metric system, mensuration and introductory algebra. Individualized instruction.

Start date:
January 29, 1981

Mathematics Upgrading 10 MATH 908

Thursday, 1900-2200 hrs.
Casa Loma Campus
50 hours
Fee: $35.00

Prerequisite: Math 907 or equivalent.
Course Content: Properties of triangles, circles, theorem of Pythagoras, volume, weight and capacity, multiplication and division of monomials and binomials, linear equations, simultaneous equations introductory trigonometry. Individualized instruction.

Start date:
January 29, 1981

Mathematics Upgrading 11 MATH 909

Tuesday and Thursday
1900-2200 hrs. (Fall and Winter)
1730-2030 hrs. (Summar)
Casa Loma Campus
60 hours
Fee: $35.00

Prerequisite: Grade 10 Mathematics or MATH 908
Course Content: Brief review of grades 9 and 10 algebra, exponents, scientific notation and formulae; logarithms; mensuration, ratio and proportion, real number system and quadratic surds, plane trigonometry

Start date:
January 27, 1981

Mathematics Upgrading 12 MATH 910

Tuesday and Thursday
1900-2200 hrs. (Fall and Wintar)
1730-2030 hrs. (Summer)
Casa Loma Campus
60 hours
Fee: $35.00

Prerequisite: Grade 11 Mathematics or MATH 909
Course Content: Brief review of grade 11 algebra; open sentences, equations, and inequalities, relations, functions, and their graphs; quadratic equations; sequences and series; numerical trigonometry.

Start date:
January 27, 1981

Biology BIO 900

Monday and Wednesday
1900-2200 hrs. (Fall and Wintar)
1730-2030 hrs. (Summar)
Casa Loma Campus
75 hours
Fee: $35.00

Prerequisite: Grade 10 Science or SCI 908
Course Content: Human anatomy and physiology at the grade 11 or 12 level; structure and function of the various body systems with laboratory work.

Start date:
January 26, 1981

ACADEMIC

Chamistry CHEM 900

Tuesday and Thursday
1900-2200 hrs. (Fall and Winter)
1730-2030 hrs. (Summar)
Casa Loma Campus
75 hours
Fee: $35.00

Prerequisite: Grade 10 Science or SCI 908.
Course Content: Grade 11 or 12 level; introductory college chemistry with laboratory work.

Start date:
January 27, 1981

Advanced Technical Evening Classes (A.T.E.C.)

Mathematics I MATH 100X

Tuesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $75.00

Fundamental concepts and operations of arithmetic and algebra, electronic calculator, functions and graphs, trigonometric functions, simple linear equations, algebraic factoring and fractions, quadratic equations, graphs of quadratics, graphs of the trig. functions, oblique triangles, exponents and radicals.

Start date:
January 27, 1981

Mathematics II MATH 200X

Tuesday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $75.00

Prerequisite: MATH 100 or equivalent.
Course Content: Algebraic notations binomial theorem, Trigonometry. Analytic Geometry: the straight line, loci, conics, second degree equations. Differential Calculus: limits, derivatives of product, quotient and power functions, rate of change, maxima and minima. Integration: indefinite and definite integrals, areas under the curve, volumes of revolution.

Start date:
January 27, 1981

Mechanics I MECH 100X

Monday, 1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $75.00

Prerequisite: MATH 100 or equivalent (prior to or concurrent with Mechanics 1).
Course Content: Basic principles of statics: coplanar, parallel and concurrent force systems, friction, centroids and centres of gravity, second moments of areas. Dynamics: basic principles, rectilinear motion, work, energy and power, impulse, momentum, impact.

Start date:
January 26, 1981

Micro Computar Introductory Programming PRGM 925

Wadnesday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $50.00

Development of micro computers, types of computers, costs and availability. Computer terminology, interaction between individual and machine loading and running a taped program, simple commands in BASIC. Demonstration programs, entertainment programs, competitive programs. Introduction to BASIC the language of the micro computer; writing, running and saving programs; applications to technical, business and administrative problems.

Start datas:
Janvery 21, 1981
April 22, 1981

Micro Computer Programming Techniquas PRGM 935

Monday, 1900-2200 hrs.
Case Loma Campus
30 hours
Fee: $50.00

Prerequisite: PRGM 925 (Formerly MATH 925) or equivalent experience.
Review of elementary BASIC, operation of PET computer. Further programming techniques including subscripted variable lists and arrays, random number and clock usage. Applications to sorting, statistics, graphics and word processor. Introduction to files operation on cassette and Apple II diskette. Students will develop a project of their own choice as a course requirement

Start date:
January 19, 1981

Career Improvement

Trada Mathematics I MATH 610X

Tuesday, 1900-2200 hrs.
Casa Loma Campus
45 hours
Fee: $60.00

This course is designed for tradesmen, apprentices, and persons desiring a foundation in trade Mathematics — basic and intermediate levels for most trades.
Course Content: Whole numbers, fractions, decimals and percentages applied to trade problems; square root calculations and the Pythagorean theorem; calculations involving circles, triangles, compound areas and volumes; manipulation of trade formulae.

Start date:
January 27, 1981

Trada Mathematics II MATH 630X

Tuesday, 1900-2200 hrs.
Casa Loma Campus
45 hours
Fee: $60.00

This course is designed for tradesmen, apprentices and persons desiring advanced study in trade mathematics — intermediate and advanced level for most trades.
Course Content: Manipulation of more complex trade formulae; mensuration; graphs, charts and trade estimating; ratio, proportion and variation.

Start date:
January 27, 1981

Madical Tarminology Part I ANAT 100X

Tuesday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $40.00

Course Content: Terminology related to normal structure and function of the various body systems.
NOTE: ANAT 100X is a compulsory subject for the Business and Commerce part-time Court Reporters certificate program.

Start date:
January 20, 1981

Mathematics for Nursing MATH 955

Monday, 1900-2200 hrs.
Casa Loma Campus
45 hours
Fee: $60.00

This course is designed to prepare those intending to enter a career in nursing and whose mathematics capability is such that the skills required are in need of upgrading. The course is also intended for those already in related nursing fields and who wish to update and refresh their computational skills.

Start date:
February 23, 1981

Pra-Nursing Biology BIO 910

Wednasday, 2000-2200 hrs.
Location to be announcad
30 hours
Fee: $40.00

To introduce students to the concepts of biology necessary for entrance into Nursing Diploma and Dental Programs. To be taken in conjunction with CHEM 910 unless directed otherwise.

Start date:
February 25, 1981

Pre-Nursing Chamistry CHEM 910

Wednasday, 1800-2000 hrs.
Location to be announcad
30 hours
Fee: $40.00

To introduce students to the concepts and formulas of chemistry necessary for entrance into Nursing Diploma and Dental Programs.
To be taken in conjunction with BIO 910 unless directed otherwise.

Start date:
February 25, 1981

English and the Business World ENG 201X

Tuesday and Thursday
1900-2200 hrs.
St. James Campus
40 hours
Fee: $50.00

Course Content: This course in business communication covers a variety of letters, written from both the business firm's and consumer's point of view, including letters of application, claim, credit, inquiry, and sales, mechanics of the language, particularly as they arise in student writing; report writing in detail

Start date:
January 20, 1981

ACADEMIC

Business English (Refresher) ENG 905

Wednesday, 1900-2200 hrs.
St. James Campus
40 hours
Fee: $50.00

Designed for those who would like a refresher in the writing of business communications. It covers a variety of letters, including letters of application, claim, credit, inquiry, and sales; mechanics of the language, particularly as they arise in student writing; reports; resumes; and oral communication, consisting of interviews, telephone techniques, prepared talks, discussion and debate.

Start data:
January 21, 1981

Writing For Fun and Profit ENG 919

Thursday, 1900-2200 hrs.
St. James Campus
35 hours
Fee: $60.00

This course combines mini-lectures with an informal writers' workshop. It covers all phases in creating and selling non-fiction (articles, interviews, reviews, editorials, etc.) fiction (stories, plays, poems). If you have a strong urge to break into print and you feel you have the necessary talent, this course will gratify that urge and groom that talent.
This course does not guarantee a professional career; it will help you, however, in avoiding the prolonged trial and error in working on your own. It will take you, step by step, from recognizing the marketable "story idea" to submitting a professional-looking manuscript to the most likely buyer. This writers' workshop will be conducted by a veteran writer-editor.

Start data:
January 22, 1981

Report Writing (English) ENG 927

Wednesday, 1900-2130 hrs.
St. James Campus
20 hours
Fee: $30.00

Whether you are employed in a business or technical occupation, this course in report writing will give you a firm basis in report writing skills. The course will include instruction on preparation, structure, style and format. Individual assistance will be provided in grammar and punctuation as required.

Start data:
January 14, 1981

Coatings Technology

The following courses leading to certification jointly with the Toronto Society for Coatings Technology will be offered in the year 1980/81. In subsequent years other optional courses will be offered.
COAT 902, COAT 904, CHEM 905 and COAT 908 are offered as a package on Saturdays and students must register for all courses in the package at a combined fee of $215.00. Saturday times: 0900-1500 hrs.
More information about the Coatings Technology program, certification requirements and timetabling may be obtained by phoning 967-1212, ext. 523.

Polymer Chamistry CHEM 905

Tuesday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $60.00

Definitions, classification of polymers, condensation, addition polymers, co-polymers, polymerization conditions and processes, molecular weight and its distribution, polymer structure and properties, crystallinity in polymers, solvent-pigment-binder interactions, analysis.

Start data:
February 3, 1981

Coatings Laboratory COAT 907

Wednesday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $75.00

Prerequisite: COAT 901 or equivalent.
Testing of raw materials: solvents, pigments, binders. Preparation and testing of coatings: solvent based, water borne paints, varnishes, lacquers. Report writing. Enrollment limited.

Start date:
February 4, 1981

Pre-Health Science Courses

Monday to Friday
0900-1500 hrs.
St. James Campus
15 weeks
Fee: $235.00 (plus $10.00 for First Aid Examination Fee)

The following courses are offered as a daytime package, from 0800 to 1500 Monday to Friday at St. James Campus. Students enrolling in individual courses must enquire about the times of classes. All applications are processed by the Health Science Division. Phone 967-1212, ext. 276.

English A ENG 950
Grammar and Structure
75 hours
Fee: $80.00

English B ENG 951
Communication Skills
30 hours
Fee: $30.00

Mathematics for Health Sciences MATH 950
75 hours
Fee: $80.00

ACADEMIC

Physics for Health Sciencas PHY 950
60 hours
Fee: $65.00

Chemistry for Health Sciences CHEM 960
45 hours
Fee: $50.00

Introductory Biology for Health Sciences BIO 950
75 hours
Fee: $80.00

Introduction to Social Sciences SOC 950
45 hours
Fee: $50.00

Life Skills SOC 951
30 hours
Fee: $35.00

Pre Business Course

St. James Campus
8 weeks
Fee: $95.00 for ragistration in 3 courses.

For registration in individual courses fee is quoted with each course below
Admission policy: Students are referred to the Pre-Business courses after initial testing for regular Business programs. Students who fail to meet the standards required by the Business and Commerce Division are counselled and recommended for Pre-Business if there is a reasonable expectation that they will successfully complete the courses. This will qualify them to enter a two-year Business program.. No students are admitted to Pre-Business without following the above procedure. It is therefore unnecessary to specify a prerequisite qualification.

Introduction to Business BUS 907
40 hours
Fee: $50.00

Pre-Business English ENG 916
80 hours
Fee: $100.00

Pre-Business Mathematics MATH 912
80 hours
Fee: $100.00

Pra-Tachnology Courses

Monday to Friday
0800-1500 hrs.
Case Loma Campus
Fee: $385.00

This series of courses will provide a realistic avenue of preparation for mature students not having the stated prerequisites to enter their chosen technology program. By taking these courses the mature student will be given a general education providing a reasonable expectation of success in a technology program.
The courses are offered as a day time package. Students wishing to enrol in individual classes must enquire about the scheduled times and fees by phoning 967-1212, ext. 426.

MATH 913—Pre-Technology Mathematics
MATH 914—Computer Studies
PHY 911—Introductory Physics
ENG 920—English A Language Development
HR 900—Liberal Studies, Life Skills and Human Relations
SC 900—Introduction to Engineering Science
EL 914—Introductory Electricity
MECH 907—Precision Measurement
DRAFT 903—Drafting
CHEM 914—Introductory Chemistry
ENG 921—English B Applied Communications
ELTC 922—Introductory Electronics
MECH 908—Introductory Metallurgy

Language Training

Pra-Intermadiate English LT 813

Monday and Wednesday or Tuesday and Thursday
1900-2100 hrs.
Collage Campus
50 hours
Fee: $65.00

Course Content: This is a course for English as a second language learners who wish to proceed to Intermediate English. The course will concentrate on grammar but will include listening comprehension and pronunciation. There may also be some work in our language laboratory. Successful completion of this course would allow the student to continue studying English at a higher level.

Start date:
Januery 19, 1981

Intermadiate English LT 812

Monday and Wednesday or Tuesday and Thursday
1900-2100 hrs.
Collega Campus
50 hours
Fee: $65.00

Course Content: This is a course for second language learners who already know some English. Most of the course will be devoted to grammar but there will be some time for the following areas: speaking, writing, grammar and listening comprehension. There may be some work in our language laboratory to improve pronunciation. Students who successfully complete this Intermediate Course will qualify for the Advanced Course in English offered at College Campus.

Start dete:
Januery 19, 1981

Advanced English LT 803
As A Second Languaga

Monday and Wednesday or Tuesday and Thursday
1900-2100 hrs.
Collaga Campus
50 hours
Fee: $65.00

Course Content: For students who have already learned to speak and write basic English, includes reading comprehension and developing conversational skills and grammar.
Note: Arrangements can be made for students of this class to write the Michigan Test at this campus.

Start date:
January 19, 1981

Conversational English for New Canadians (Advanced) LT 818

Monday and Wednesday
1900-2100 hrs.
College Campus
40 hours
Fee: $55.00

This course is designed for high intermediate and advanced students of English As A Second Language. The emphasis will be on developing conversational fluency. There will be no formal instruction in English grammar; therefore, students with grammar problems should register in Pre-intermediate E.S.L. (LT B13) or Intermediate E.S.L. (LT B12).
Some segments of these conversation activites will be video-taped in order to help students assess their performance.

Start dete:
January 19, 1981

Writing For Advancad Students of English As A Second Language LT 819

Monday 1900-2100 hrs.
Collega Campus
25 hours
Fee: $35.00

This course is designed for high intermediate and advanced students of English As A Second Language. Guidance and practice in the art of clear written communication is offered. Participants will choose the particular type of writing that is a problem for them. Instruction will develop out of these specific writing problems.

Start date:
January 19, 1981

ACADEMIC

English Pronunciation Part 1 **LT 917**

Tuasday, 1900-2100 hrs.
Collaga Campus
20 hours
Faa: $30.00

This course is designed for students of English As A Second Language at intermediate and advanced levels. In this short course the emphasis will be totally on developing good speech production knowledge and habits. Use of the language laboratory will be a part of the course. There will be no formal instruction in grammar.

Start deta:
January 20, 1981

English Pronunciation Part 2 **LT 919**

Tuesday, 1900-2100 hrs.
Collaga Campus
20 hours
Faa: $30.00

Prerequisite: LT 917 or previous study in phonology.
Course Content: This course will help students who have completed LT 917, or those who have studied some phonology in another course. Emphasis will be on refining English speech production with further study in transcription, sounds, stress and intonation.

Start data:
January 20, 1981

Languege Tast Preparation **LT 916**

Monday and Wednasday
1900-2100 hrs.
Collaga Campus
50 hours
Faa: $65.00

This course is designed for intermediate and advanced students of English As A Second Language who are planning to write tests of language proficiency such as the Michigan Test or the TOEFL (Test Of English As A Foreign Language). Intensive work will be done in the following areas: listening, reading comprehension, writing, grammar and vocabulary.

Start data:
Janaery 19, 1981

Spaaking Canadian Franch (Basic) **LT 804A**

Tuesday and Thursday
1900-2100 hrs.
Collaga Campus
50 hours
Faa: $65.00

Course Content: This course offers general French language development appropriate to the individual's competence; language is presented in relevant French-Canadian sociocultural context.

Start data:
January 20, 1981

Spaaking Canadian Franch (Intarmadiata) **LT 804B**

Tuesday and Thursday
1900-2100 hrs.
Collaga Campus
50 hours
Faa: $65.00

Course Content: This course offers general French language development appropriate to the individual's competence; language is presented in relevant French-Canadian sociocultural context.

Start data:
January 20, 1981

Speaking Canadian Franch (Advancad) **LT 804C**

Tuasday and Thursday
1900-2100 hrs.
Collega Campus
50 hours
Faa: $65.00

Course Content: This course offers general French language development appropriate to the individual's competence; language is presented in relevant French-Canadian sociocultural context.

Start data:
January 20, 1981

Spanish Language and Haritaga (Basic) **LT 808A**

Monday and Wadnesday
1900-2100 hrs.
Collaga Campus
50 hours
Faa: $65.00

Course Content: Development of facility in both speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish Culture, particularly the cultures of the Spanish-speaking countries in South America.

Start dete:
January 19, 1981

Spanish Languaga and Haritaga (Intarmadiata) **LT 808B**

Monday and Wadnasday
1900-2100 hrs.
Collaga Campus
50 hours
Faa: $65.00

Course Content: Development of facility in both speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish Culture, particularly the cultures of the Spanish-speaking countries in South America.

Start data:
January 19, 1981

Spanish Languaga and Haritaga (Advancad) **LT 808C**

Monday and Wednasday
1900-2100 hrs.
Collaga Campus
50 hours
Faa: $65.00

Course Content: Development of facility in both speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish Culture, particularly the cultures of the Spanish-speaking countries in South America.

Start data:
January 19, 1981

Standard Arabic for Baginnars **LT 918**

Monday and Wednasday
1900-2100 hrs.
Collega Campus
50 hours
Faa: $65.00

This course will offer a basic knowledge of the Modern Standard Arabic language which is used throughout the Arab world. Special attention will be given to conversational skills and content will focus on contemporary Arab values. Class activities will concentrate on situations relevant to those engaged in business with the Arab world.

Start data:
January 19, 1981

Italian Languaga and Haritaga (Basic) **LT 806A**

Monday and Wadnasday
1900-2100 hrs.
Collega Campus
50 hours
Fee: $65.00

Course Content: Development of facility in both speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Italian Culture.

Start data:
January 19, 1981

Italian Languaga and Haritaga (Intarmediata) **LT 806B**

Monday and Wednesday
1900-2100 hrs.
Collega Campus
50 hours
Fee: $65.00

Course Content: Development of facility in both speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Italian Culture.

Start data:
January 19, 1981

Italian Languaga and Haritaga (Advancad) **LT 806C**

Monday and Wadnasday
1900-2100 hrs.
Collaga Campus
50 hours
Faa: $65.00

Course Content: Development of facility in both speaking and the writing of the language; language instruction will be given in contents that reflect the most notable features of Italian Culture.

Start data:
January 19, 1981

ARCHITECTURAL

Carpentry for tha Homaowner — Basic CAR 901

Thursday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Faa: $40.00

Course Content: This course is for the handyman who is interested in the proper use of portable power and hand tools for projects usually found around the home or cottage, such as hanging and trimming doors, installing locks and all those other jobs and repairs that require the knowledge of simple, but efficient carpentry work.

Start data:
January 22, 1981

Brickleying MAS 900

Tuasday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fea: $75.00

Course Content: The tools, equipment and materials used by the bricklayer, types and sizes, characteristics of bricks, types and preparation of mortars using various bonding agents in all weather, layout of walls, pilasters and piers using various bonds.

Start data:
January 20, 1980

Plumbing Basic PLUM 900

Monday and Wadnasday
1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $75.00

This course is intended to provide an introduction to domestic plumbing theory and practice. Instruction will be given in pipe materials and fittings, measurement, basic house design, trapping and venting Some "hands on" skills will be demonstrated and students given the opportunity to use the common pipe fitting tools.

Start data:
January 19, 1981

Plumbing Qualification PLUM 902

Tuesday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $75.00

Persons eligible to write the Provincial Certificate of Qualification are required to possess a fairly thorough knowledge of plumbing theory in order to be successful. This course is designed to be a refresher for people who have already trained and/or require upgrading. It is general in scope and includes review of the provincial plumbing code.

Start data:
January 20, 1981

Architectural Drafting — Part 1 DR 900

Monday and Wadnesday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fea: $75.00

Course Content: Drafting equipment and procedure, Canadian symbols and conventions, foundation and floor plans for various types of construction, site plans, typical wall section, window details, door details, stair details Introduction to metric drawings.

Start dete:
January 19, 1981

Architactural Art and Praantation — Part 1 DR 902

Tuesday,
Casa Loma Campus
30 hours
Fee: $40.00

Prerequisite: Successful completion of DR 900 or equivalent, employment as a draftsperson or illustrator, or graduation at the Grade 12 level in Architectural Drafting.
Course Content: One and two point perspective, freehand approach and office method, interior and exterior sketching projects, shades and shadows, delineation techniques of furniture, trees, grass, etc. use of pencil, pen, markers and letratone.

Start date:
April 21, 1981

Blueprint Reading for the Construction Tradas DR 931

Monday and Thursday
1900-2200 hrs.
Casa Loma Campus
60 hours
Fee: $75.00

Credit toward ARDR 610 and 620. Intended for those working in all branches of the building trades and serves as a foundation for further study.
Course Content: Orthographic projection, dimensions, pictorial drawing, drawing to scale, symbols and conventions, standard construction plan study, construction details, plan reading and interpretation. Introduction to metric drawings.

Stert data:
Jenuary 19, 1981

Air Conditioning Residantial and Small Commarcial AIR 905

Monday and Wednasday
1900-2200 hrs.
Casa Loma Campus
90 hours
Fee: $110.00

Prerequisite: Employment in the heating or air conditioning industry as journeymen or equivalent.
This course provides the student a fundamental background in the theory and practice of residential and small commercial air conditioning systems and equipment.
Course Content. Fundamentals of refrigeration, compressors, condensers, evaporators, tubing and connections, standard operating procedures (evacuation, charging, leak testing), electric motors, motor starters and overloads, electric and control circuits, circuit testing and trouble shooting, winter operation, equipment selection, installation and start-up procedures, air problems and measurement, service analysis.

Start data:
Jenuary 26, 1981.

Gas Fittar II HT 907

Monday and Wednasday, Tuesday and Thursday,
1900-2200 hrs.
Casa Loma Campus
90 hours
Fee: $110.00

This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Gas Fitter II License examination
Course Content: Properties of natural gas and combustion fundamentals, gas physics (flow and pressures), gas meters and regulators, gas piping, gas venting, the atmospheric burner, principle of gas controls and control systems, gas conversion burners (installation and service techniques), flue gas analysis and combustion efficiency, general appliance requirements, review of codes and regulations.

Start data:
January 26, 27, 1981

Gas Fittar I HT 910

Monday and Wednasday,
1900-2200 hrs.
Casa Loma Campus
90 hours
Fee: $110.00

Prerequisite. Permanent Gas Fitter II Licence
This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Gas Fitter I Licence examination.
Course Content: Properties of the gas flame and flame detection, flame safeguard system and terminology, non programming flame safeguard controls, fundamentals of controls (on-off, high-low-off, modulating-off), required C.G.A valve train assemblies and components, limit controls and interlocks, programming flame safeguard controls, gas fired boilers (classification, firing systems, multiple boiler hook-up) Boiler and burner installation requirements (piping, venting and code requirements), flue gas analysis and combustion and boiler efficiency, introduction to process gas heating equipment.

Start data:
January 26, 1981

ARCHITECTURAL

Oil Burner III HT 905

Tuasday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Faa: $40.00

This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Oil Burner III Licence examination.
Course Content: Introduction to types of burners and their general principle of operation, introduction to burner component, storage and oil handling practices, introduction to temperature and combustion control, introduction to basic heating systems, annual conditioning and general start-up procedures, installation practices as required by the provincial code and local regulations.

Start data:
January 20, 1981

Oil Burnar II HT 913

Monday and Wadnasday
1900-2200 hrs.
Casa Loma Campus
90 hours
Faa: $110.00

This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Oil Burner II Licence examination.
Course Content: Properties of fuel oil, theory of combustion, fuel oil firing systems, fuel pumps, nozzles, air handling components, ignition components, tanks and piping, combustion chambers and chamber materials, air and hot water temperature controls, combustion controls, control systems, service and installation practices, flue gas analysis and combustion efficiency, retro fitting and upgrading of existing systems, review of codes and regulations.

Start data:
Januery 19, 1981

Propana Gas AP 902

Monday and Wadnasday,
1900-2200 hrs.
Casa Loma Campus
60 hours
Faa: $75.00

This course provides the student the necessary background in trade theory and practice to write the Fuel Safety Branch Propane Gas Fitter "S3" Licence examination.
Course Content: Properties of propane gas, basic requirements for field approved appliances, propane piping and tubing requirements, review of ventilation and combustion air, general requirements for appliance storage and handling, cylinder filling, location and storage, propane tanks, accessories and equipment, transports, tank trucks and the transportation of propane, propane as an engine fuel, vaporizers, indirect and direct fired cylinder systems for highway mobile vehicles, basic domestic gas burner controls and heating system, domestic hot water heaters and gas-fired refrigerators.

Start data:
January 19, 1981

Appliance Servicing Part I (Electrical Fundamantals and Rangas) AP 903

Tuasday and Thursday,
1800-2100 hrs.
Casa Loma Campus
60 hours
Faa: $75.00

This course provides the student a basic background on electrical theory and practice as applied to major appliances with particular stress on electrical ranges.
Course Content: Nature of electricity, basic electrical quantities, Ohm's Law and its application, electrical circuits, magnetism and electromagnetism, electrical circuitry and fault finding, motors, power and heating effects, electrical measuring instruments, various switching devices, theory and test procedures of microwave and conventional ranges.

Start data:
January 20, 1981

Appliance Servicing Part II (Domestic Refrigaration) AP 904

Tuasday and Thursday,
1800-2100 hrs.
Casa Loma Campus
60 hours
Fea: $75.00

This course provides the student a basic background on theory and repair practice for domestic refrigerators, freezers and window air conditioners.
Course Content: Fundamentals, compression system of refrigeration, refrigerants, liquid feed devices, evaporators, compressors, condensers, electric motor controls, defrosting methods, food preservation, evacuating and charging, conditioners, circuit tracing, fault finding, service and analysis

Start data:
January 20, 1981

Refrigaration — Part I REF 900

Tuasday and Thursday,
1900-2200 hrs.
Casa Loma Campus
60 hours
Fae: $75.00

Course Content: Refrigeration fundamentals and principles, compression system of refrigeration, properties of refrigerants, metering devices, expansion valves, evaporators, condensers, compressors, flow equipment, electric controls and control valves, lubrication, servicing (charging and evacuation), trouble shooting problems, shop demonstrations of silver brazing.

Start data:
January 20, 1981

Refrigaration — Part II REF 901

Monday and Wadnasday,
1900-2200 hrs.
Casa Loma Campus
60 hours
Fea: $75.00

Prerequisite: Successful completion of REF 900 or equivalent experience.
Course Content: Review of fundamentals, defrost methods, time clocks, compressor drives, test instruments and application, piping, heat load calculations, temperature and pressure control of multiple coil installations, refrigeration application, humidity control, cold storage, basic psychrometric analysis, secondary refrigerants, liquid cooling, motor starting (relays, starters, contactors) and motor overload protection, heating and cooling thermostats and trade safety

Start data:
January 19, 1981

BUSINESS & COMMERCE

BUSINESS & COMMERCE

Business and Commerca

The Business and Commerce Division is offering a number of Part Time Certificate Programs.

These Programs comprise a number of compulsory subjects as well as one or more electives. The following pages feature outlines of the various programs. Course descriptions can be found under the subject area. i.e. ACC under ACCOUNTING or E.D.P. under ELECTRONIC DATA PROCESSING.

NOTE: Register for Part Time Programs or Courses at St. James Campus only.

Certificate Programs are available in:

1. **Accounting**
2. **Business Management**
3. **Lagal Office Procadures**
4. **Records Managemant**
5. **Secratarial Practica**
6. **Physical Distribution Managamant**

Part Tima Carrificata Program in Accounting

This program is designed for persons who wish to acquire a thorough knowledge of the main aspects and facets of accounting. It will be of particular interest to those who are already working in junior positions in that field. However, the program is also valuable to all persons interested in a general career in business administration.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Coursas:
4 compulsory, 2 electives

Compulsory for Accounting
ACC 100X —
Introduction to Accounting
ACC 102X —
Accounting II
ACC 202X —
Cost Accounting I
EC 903 — Economics

Electivas for Accounting
BUS 900-A
Business Management I
BUS 900-B
Business Management II
ENG 201X*
English and The Business World
OMDP 902
Business Law
EDP 900
Introduction to E.D.P.
Any other E.D.P. Course.

**"English and the Business World" is a compulsory subject for all students whose native language is not English. Information about this course can be found in the Academic Studies section.*

Part Time Certificata Program in Business Managamant

The prime purpose of this program is to develop potential managers and persons presently employed in junior managerial positions of Canadian businesses.

Entrance requirements for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Coursas:
4 compulsory, 2 electives

Compulsory for Businass Managamant
BUS 900-A
Business Management I
BUS 900-B
Business Management II
MARK 100X
Marketing
ACC 100X
Accounting I

Elective for Business Managamant
EDP 900
Introduction to Data Processing
ACC 102X
Accounting II
ACC 202X
Cost Accounting I
ENG 201X*
English and The Business World
OMDP 902 Business Law
PHD 100X
Introduction to Physical Distribution Systems
BUS 101X
Human Relations
EC 903
Economics

Part Time Certificate Program in Lagal Office Procadures

This program will provide successful graduates with the necessary skills and knowledge for entry into stenographic/secretarial positions usually found in legal offices.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
5 compulsory, 1 elective

Compulsory Courses
TYP 905
Advanced Typing
SHP 900A&B
Pitman Shorthand — Theory
SHP 901**
Pitman Shorthand — Speed
ENG 201*
English and the Business World
RM 900
Introduction to Records Management

Elective Coursa — One of the Following
OMDP 902
Business Law
DIC 505X
Machine Transcription
EDP 900
Introduction to Data Processing
MARK 100X
Marketing
BOK 552X
Bookkeeping
RM 901
Advanced Records Management

Part Time Certificata Program in Records Managamants

This program, offered in cooperation with the Association of Records Managers and Administrators, may be of interest to all people who are presently involved in the management of business communications, EDP records, files, forms and reports, records system and procedures, retention, protection and disposal of vital records.

Persons aspiring to Management positions in these areas should find that this program is particularly helpful.

The six course certificate program consists of the following:

Compulsory Courses
RM 900
Introduction to Records Management
RM 901
Advanced Records Management

Elective coursas — Choosa a minimum of two courses from tha list below
RM 902
Forms Management
RM 903
Manuals Management
MICRO 900
Microfilm for Your Business
FORMS 900
Forms Design
FORMS 901
Procedural Analysis

Choose a maximum of two courses from the general Business and Commerce program.

Part Time Certificate Program in Secretariel Practice

This program will appeal to applicants who wish to embark on a career in the stenographic/secretarial field as well as those who wish to refresh old skills in order to return to office positions.

Entrance requirements for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
5 compulsory, 1 elective

Compulsory Courses
TYP 905
Advanced Typing
SHP 900A&B
Pitman Shorthand — Theory
SHP 901**
Pitman Shorthand — Speed
ENG 201*
English and the Business World
RM 900
Introduction to Records Management

Elective Coursa — One of tha Following
OMDP 902
Business Law
DIC 505X
Machine Transcription
EDP 900
Introduction to Data Processing
MARK 100X
Marketing
BOK 552X
Bookkeeping
RM 901
Advanced Records Management

Part Time Certificata Program in Records Managamants

This program, offered in cooperation with the Association of Records Managers and Administrators, may be of interest to all people who are presently involved in the management of business communications, EDP records, files, forms and reports, records system and procedures, retention, protection and disposal of vital records.

Persons aspiring to Management positions in these areas should find that this program is particularly helpful.

The six course certificate program consists of the following:

Compulsory Courses
RM 900
Introduction to Records Management
RM 901
Advanced Records Management

Elective coursas — Choosa a minimum of two courses from tha list below
RM 902
Forms Management
RM 903
Manuals Management
MICRO 900
Microfilm for Your Business
FORMS 900
Forms Design
FORMS 901
Procedural Analysis

Choose a maximum of two courses from the general Business and Commerce program.

BUSINESS & COMMERCE

Physical Distribution Management Carrificate Program

The program is ideal for people working in related areas who need to strengthen their knowledge of physical distribution.

Relevant management tools and techniques will be applied to physical distribution problems to emphasize the decision making role of the Physical Distribution manager.

Upon successful completion of a course there will be a course certificate and upon completion of the 6 courses there will be a program certificate.

The Physical Distribution courses — PD 100X, PD 202X and PD 205X — are to be taken consecutively. Electives can be taken at any time.

Compulsory courses
PD 100X
Introduction to Physical Distribution Systems
PD 202X
Physical Distribution Systems Management I
PD 205X
Physical Distribution Systems Management II
BUS 101X
Human Relations

Elective coursas
Choose any 2 from the following noting the prerequisite status in each category:
RM 900
Introduction to Records Management
RM 901
Advanced Records Management
EDP 900
Introduction to Electronic Data Processing (E.D.P.)
ACC 100X
Introduction to Accounting
ACC 102X
Accounting II
ACC 202X
Cost Accounting

Start dates:
January 21, 1981
April 29, 19B1

Accounting and Bookkaaping

Accounting I — ACC 100X

Tuesday, 1B00-2100 hrs.
St. James Campus
42 hours
Faa: $60.00

This course will cover the basic concepts and methodology of accounting as applied to either a service or merchandising business. Income measurement and valuation problems will also be studied. Major topics will include: the accounting equation; balance sheet preparation, income statement preparation, the end-of-period process, cash and receivables; inventory and plant and equipment.

Note: Students enrolled in the "Part-time Certificate Program in Accounting" must obtain a "B" standing in order to proceed further

Start dates:
January 20, 1981
April 28, 19B1

Accounting II — ACC 102X

Wadnasday, 1B00-2100 hrs.
St. James Campus
42 hours
Faa: $60.00

This course will deal with problems related to sources and uses of invested capital, with analysis and interpretive problems pertaining to financial reporting, as well as, with cost accumulation, cost contol and financial planning.

Major topics include shareholders' equity, dividends and retained earnings, proprietorship and partnership capital, debt financing, investments, statement of changes in financial position, accounting for manufacturing operations, cost, volume and income analysis.

Start dates:
January 21, 1981
April 29, 19B1

Accounting (Intarmediata) — ACC 200X

Thursday, 1B00-2100 hrs.
St. James Campus
42 hours
Faa: $60.00

The emphasis is on accounting from the point of view of management analysis and control. Topics include capital and debt structure of a limited company, analysis of financial statements and statements of sources and application of funds, taxes and their influence on business decisions, budgeting and its use by management for planning and control.

Start data:
January 22, 1981

Cost Accounting — ACC 202X

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Faa: $60.00

Prerequisite: ACC100X, ACC102X

The course is designed for students with an accounting standing equivalent to ACC 100 and 102, and for those who are currently engaged in the bookkeeping field in industry and who wish to study cost accounting. It is a compulsory subject for students enrolled in the Accounting program.

Course Content. Basic concepts, fundamental principles, materials, labour, and overhead as applied to cost accounting; the above concepts and principles utilized in the solution of simple costing problems and cost accounting techniques employed for the solution of major financial cases

Start dates:
January 19, 1981,
April 27, 1981

Auditing and Taxation — ACC 205X

Wadnasday, 1800-2100 hrs.
St. James Campus
42 hours
Faa: $60.00

Prerequisite ACC100X, ACC102X

Principles and practices of auditing, with particular emphasis on the understanding of a good system's design and the evaluation of internal control. Year-end verifications of assets and liabilities. Income tax act and its regulations. Preparation of individual and corporate tax returns.

Start data:
January 21, 1981

Monay, Banking and Finance — BUS 906

Monday, 1B00-2100 hrs.
St. James Campus
42 hours
Faa: $60.00

The purpose of this course is to examine the role of money and financial assets in the economy, as well as the operation of the banking system in Canada. The course will focus on the role of the central bank (Bank of Canada) and the influence of its monetary policy on the economy. Other topics will include the structure of the international payments system

Start data:
April 27, 1981

Economics — EC 903

Monday and Wadnasday, 1B30-2130 hrs.
St. James Campus
90 hours
Faa: $110.00

Course Content. Basic economics and industrial organizations; forms of economic organization and their strengths and weaknesses. Monetary theory: money, credit and banking, Canadian banking system. Forms of business organization and business financing. Supply and demand, business cycles and compensatory countercyclical fiscal policy. Labour economics. Insurance. Civics, organization of federal, provincial and municipal governments.

Start data:
April 27, 1981

BUSINESS & COMMERCE

Bookkeeping I **BOK 552X**

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

This course will provide students with a sound knowledge of bookkeeping concepts and procedures which form the basis of any accounting system.
It will allow students to enter the job market in the field of bookkeeping and it will prove to be a solid background for those students who want to continue with more advanced studies of accounting.
Major topics will include: analyzing business transactions affecting assets, liability and owner's equity accounts, as well as, revenue and expense accounts; recording business transactions; the trial balance; posting, adjustments and closing entries, accounting for professional enterprises; financial statements, petty cash and payroll.

Start dates:
January 19, 1981
April 27, 1981

Human Relations **BUS 101X**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

An introduction to the fundamental principles of human relations; an analysis of the general nature of man as viewed from various thinkers, sciences and disciplines such as philosophy, psychology, economics, political science, theology, sociology, music, poetry, art, modern business management theories, etc.; an elementary examination of such topics as: Who am I? (self-awareness); effective communications; effective listening. Students are encouraged to read, research books, periodicals, and to develop a deeper appreciation that all knowledge is potentially valuable as an insight into human relations and human behaviour.

Start dates:
January 21, 1981
April 29, 1981

Government Administration **BUS 104X**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

An introduction to the organization and functions of municipal government in Ontario, with special emphasis on the City of Toronto and the Metropolitan Toronto Corporation. The course will analyze both the political and bureaucratic structures of Civic Government, with some reference to changing urban politics and their ongoing effect on municipal policy and administration.

Start date:
April 29, 1981

Selling Yourself and Your Firm **BUS 108X**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

Your ability to make a personal presentation of yourself, of your ideas and of your service is a valuable aid in all your business contacts — to management, to subordinates, to customers, to suppliers, to government officials. This ability to sell yourself and your service is enhanced through an understanding of the planning, and techniques of persuasive communication. Videotape assistance is used in developing these skills.

Start date:
April 29, 1981

Financial Markets **BUS 130X**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

The initial objective of this course is to familiarize students with the basic concepts and terminology of stock and bond markets. Intensive studies will be made of price trends and terminals. Meaningful stock price changes will be recorded in records designed for that purpose. The ultimate objective is to enable students to utilize market principles and their own records as basic determinants of trading. Other topics include: brokerage accounts and services, setting up and managing a portfolio, mutual funds, R.R.S.P.'s, R.H.O.S.P.'s annuities, speculation and options, real estate and mortgage investment, estate planning and budgeting.

Start date:
April 29, 1981

Business Management I **BUS 900A**

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

First of a two-part course for people in junior or middle management positions. Compulsory subject for the Business Management Certificate (Part-time).
Course Content: Background; orientation, definition of a manager, importance of the environment. Business in Canada; an overview, nature and importance of business history, corporate structures, participation in planning a company. Principles; decision making and policy formulation, organizing and staffing, planning and controlling, communication and directing. Management; qualifications, senior management, first line management, middle management.

Start date:
April 28, 1981

Business Management II **BUS 9008**

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

Second part of a two-part course for people in junior or middle management positions. Compulsory subject for students enrolled in Business Management Certificate (Part-time).
Course Content: Functions; production, marketing, financial and personnel functions. Current and future concerns, business and government, international corporations, business in the future.
Case studies for each major topic.

Start date:
January 20, 1981

Women in Business **8US 903**

Tuesday, 1900-2100 hrs.
St. James Campus
30 hours
Fee: $40.00

A positive introduction to the acquisition of skills necessary for management development.
This course will help women in starting their own businesses or in moving up the "corporate ladder"
This is a survey course, emphasizing self-analysis and career planning, as well as, some of the more practical skills of the management process, such as legal and financial planning, marketing and public relations, and some specific business strategies.
There will be a number of guest speakers with question periods to follow.

Start date:
April 28, 1981

Merkating **MARK 100X**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

Course Content: Introduction to basic marketing concepts and practices as related to the consumer; marketing terminology, controllable and non-controllable variables, target market identification by demographic and geographic segmentation.

Start dates:
Jenuery 21, 1981,
April 29, 1981

Marketing Research and Information Systems **MARK 202X**

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

Prerequisite: MARK 100X or equivalent.
Designed for the user of information rather than for the technical research specialist, the course emphasizes the definition of decision-oriented information needs and the interpretation of information results. Sampling and measurement techniques are studied. Text, cases, project.

Start date:
Jenuery 20, 1981

BUSINESS & COMMERCE

Marketing
Management I **MARK 205X**

Thursdey, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

Prerequisite: MARK 100X
This course interrelates elements of the marketing mix that were studied separately in previous courses by comparing various strategies and their underlying causes, relating these to product and price. Text, cases, computer simulation, project.

Start data:
January 22, 1981

Introduction to Physical
Distribution Systems **PD 100X**

Wednesday, 1830-2130 hrs.
St. James Campus
42 hours
Fee: $60.00

A survey course dealing with the actual movement of products, from the producer to the customer. Areas involved include communication, order processing, inventory control, material handling, warehouses and warehousing, location analysis, protective packaging and traffic management

Start data:
January 21, 1981

Physical Distribution
Systems Management I **PD 202X**

Thursday, 1800-2100 hrs.
St. James Campus
60 hours
Fee: $75.00

Prerequisite: PHD 100X or equivalent
This course follows the introductory P.D.; it is an integrated systems course covering the total PD system and also its sub-systems from a management point of view. The different facets of PD and its interaction with other business areas will be part of this systems approach.
Relevant management tools and techniques such as systems analysis, planning and costing, will be applied to physical distribution problems to give greater exposure of decision making to the PD supervisor, coordinator or manager

Start data:
January 22, 1981

Physical Distribution Systems
Management II **PD 205X**

Tuesday and Thursday,
1800-2100 hrs.
St. James Campus
90 hours
Fee: $110.00

This is a senior integrative systems course It provides the final coordination of all components areas (sub-systems) of physical distribution and of the total physical distribution system with the other areas of an enterprise. Also, major management tools are dealt with extensively and integratively with respect to the physical distribution areas.

Start date:
April 28, 1981

Introduction to Records
Management RM I **RM 900**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $70.00

Course Content: This basic course is designed to introduce the student to the broad range of subjects covered by Records Management. Lectures, syndicate exercises and discussions will help to define problem areas, possible solutions and benefits that can be gained by better control of all records. Emphasis is on training the student for supervised work

Start data:
January 21,1981

Advencad Racords
Management RM II **RM 901**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Faa: $70.00

Prerequisite: RM 900.
Course Content: An in-depth study of the subjects covered in RM 900 will help to develop further previously acquired knowledge. Syndicate exercises and discussion of relevant topics will help to provide the practical background necessary for management positions in the profession.

Start data:
January 21, 1981

Forms Management
RM III **RM 902**

Thursdeys, 1800-2100 hrs.
St. James Campus
42 hours
Faa: $70.00

This course is designed to provide the student with the knowledge necessary to establish and administer a comprehensive Forms Management program.
The course is beneficial to those wishing to increase their understanding of Forms Management as an element of a total Records Management Program, or further their careers within the Forms Management field

Start data:
January 22, 1981

Manuels Menagamant
RM IV **RM 903**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $70.00

Course Content. Introduction; program elements, production procedure I; production procedure II; effective writing I; effective writing II; caption writing; playscript writing; directives control; supplies; correspondence standards, course review

Start data:
January 21, 1981

Microfilm for
Your Businass **MICR 900**

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $70.00

This basic course is designed to introduce students to the various facets of micrographics and to provide an understanding of fundamentals in the following areas: computer output microfilm (com); roll microfilm; unit microforms; engineering drawings; micropublishing; equipment available, cost benefit studies; film processing and quality control. As well, they will have gained and understanding of the basics of producing, processing, duplicating and using the various microforms, roll, jacket, microfiche, and aperture cards. Instruction will also be given in preparing a cost/benefit study, and there will be a session on the various types of equipment available, and how to select the equipment that best suits a particular application.

Start data:
January 20, 1981

Procadural Anelysis **FORM 900**

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $70.00

The course will consist of 14 sessions of three hours each, and will introduce the student to the following topics: forms analysis, procedural analysis, typewriter analysis, high-speed printer evaluation, recurring data, flow-charting. There will be a number of written assignments and class exercises throughout the course, as well as a final examination (Mandatory course for certificate in Paper-work Simplification. Optional course for certificate in Records Management)

Start data:
January 19, 1981

Forms Dasign **FORM 901**

Wednesday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $70.00

This course consists of fourteen sessions of three hours each, and will introduce the student to the following topics: forms management overview, principle of forms design, design standards, developing effective titles, spacing arrangements, paperweights and copy marking. There will be three tests, one assignment, and a final examination. (Mandatory course for certificate in Paper-work Simplification. Optional course for certificate in Records Management)

Start data:
January 21, 1981

Electronic Data Processing

Introduction to Data
Processing **EDP 900**

Wednesday, 1800-2100 hrs.
St. James Cempus
42 hours
Fee: $60.00

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience.

Start dates:
January 21, 1981
April 29, 1981

BUSINESS & COMMERCE

Cobol I **EDP 101X**

Tuesday, 1800-2100 hrs.
St. James Campus
42 hours
Faa: $60.00

Language mechanics of COBOL are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.

Start data:
January 20, 1981

Cobol II **EDP 200X**

Tuesday, 1800-2100 hrs.
St. Jemas Campus
42 hours
Faa: $60.00

Prerequisite. A "C" standing in COBOL I or equivalent.
Applications such as accounts receivable and payroll are the subject of programming assignments. Techniques include sorting, summarizing and master file update.

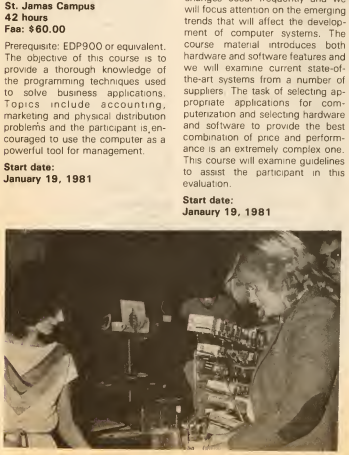
Start data:
April 28, 1981

Programming I **EDP 103X**

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $60.00

Prerequisite: EDP900 or equivalent.
The objective of this course is to provide a thorough knowledge of the programming techniques used to solve business applications. Topics include accounting, marketing and physical distribution problems and the participant is encouraged to use the computer as a powerful tool for management.

Start date:
January 19, 1981



Mini and Microcomputers
in Business **EDP 800**

Monday, 1800-2100 hrs.
St. James Campus
42 hours
Fee: $65.00

Mini and Microcomputers are employed in a myriad of activities ranging from typical applications (such as printing mailing labels, creating personalized letters on a word processing system, and handling General Ledger, Accounts Receivable, Accounts Payable, Order Entry, and Inventory Control tasks) to sophisticated applications for production scheduling, sales analysis, forecasting and business simulations. In order to compete in today's complex business environment, management of small firms is relying increasingly on computer systems that provide accurate, timely and comprehenseve information.
The course is designed for senior and middle management of small businesses. Participants may be presidents, controllers, or managers who are directly involved in using computer processed information in their decision-making roles within their organization.
This course will explore the characteristics of mini and microcomputers in a dynamic industry, changes occur frequently and we will focus attention on the emerging trends that will affect the development of computer systems. The course material introduces both hardware and software features and we will examine current state-of-the-art systems from a number of suppliers. The task of selecting appropriate applications for computerization and selecting hardware and software to provide the best combination of price and performance is an extremely complex one. This course will examine guidelines to assist the participant in this evaluation.

Start date:
January 19, 1981

Insurance Coursas Leading to
A.I.I.C. Designation

These courses are offered in cooperation with the Insurance Institute of Canada.
An examination fee of $20 per A.I.I.C. subject is collected on behalf of the Institute upon registration. The examination fee for General Insurance Essentials is currently $15.

Principles and Practica
of Insurance **INS 911**

Monday, 1730-2030 hrs.
St. James Campus
36 hours
Faa: $60.00

Introducing the Insurance business; the organization and operation of Insurance, Law, basic documents — applications; binders and policies; from application to expiry; reinsurance; federal and Provincial controls; production of business; adjusters; underwriters' associations or boards; history; how to read a policy.
Note. This course is a prerequisite for any other A.I.I.C subject

Start dates:
January 5, 1981
April 6, 1981

Insurance on
Property I **INS 912**

Wednesday, 1730-2030 hrs.
St. James Campus
36 hours
Faa: $60.00

Prerequisite: INS 911.
Basic fire insurance policy, extended coverage endorsement; Insurance Act provisions — fire insurance, Fire Statutory Conditions; concepts relating to property insurance, coinsurance, mortgage clauses; dwelling fire insurance coverages; dwelling extended coverage endorsement; introduction to inland marine and multi-peril, general features of inland marine and multi-peril forms and underwriting of these forms; householders' named perils, personal effects floater, fine arts policy, miscellaneous coverages; composite dwelling policy, homeowners' policy, tenants' package policy; co-operatives and condominiums.

Start dates:
January 7, 1981
April 8, 1981

Insurance on
Property II **INS 933**

Tuesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $60.00

Prerequisite: INS 911, 912
Business fire coverages; extended coverage endorsements E.C.K.L.J. rating; fundamental principles and purposes of underwriting; practice of underwriting; the mechanics of underwriting; insurance plans; plan drawing, mercantile coverages and commercial coverages designed for specific purposes; bailees; coverages; real property insurance; basic fire policy; survey practice.

Start dates:
January 6, 1981
April 7, 1981

Insurance Against
Liability **INS 913**

Thursday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $60.00

Prerequisite. INS 911
The law of Negligence — Common Law — basic principles, the courts, employer and employee, independent contractors, dangerous things, animals, children and parents, damages, liability of owners and occupiers for dangerous land or premises, public authorities, conflict of laws, fatal accidents, defences.
The Law of Negligence — Province of Quebec.

Start dates:
January 8, 1981
April 9, 1981

Insurance on
the Person **INS 934**

Wednesday, 1730-2030 hrs.
St. James Campus
36 hours
Faa: $60.00

Prerequisite: INS 911
History, types of policies, premiums, multi-party policies, computation of premiums — mortality, interest, expenses; office reserves — policy values, annual statements; savings and protection — uses of policies, effect of taxation; the Insurance Act; underwriting life insurance, business life insurance, pension plans, group insurance, equity investments, agency systems.
Accident and Sickness — history, the Insurance Act, Statutory Conditions; coverages, underwriting, group insurance.

Start dates:
January 7, 1981
April 8, 1981

BUSINESS & COMMERCE

Insurance Against Crime INS 935

Tuesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $60.00

Prerequisite: INS 911
Definitions, policy conditions; Robbery insurance — interior messenger and paymaster robbery (hold up) policy; Burglary insurance — safe burglary policy, mercantile stock burglary, damage to buildings by burglary or robbery; Theft insurance — church theft, residence theft; Broad form coverage — money and securities policy (broad form); Safe deposit box policies — standard safe deposit box policy (lessee's burglary and robbery cover), lessee's cover (broad form), lessor's cover (blanket insurance), lessor's cover (liability insurance); fidelity, forgery, Package policies — comprehensive dishonesty, disappearance and destruction policy, office — store burglary and robbery, broad form storekeepers, brokers blanket bonds; physical protection; underwriting; rating; claims.

Start dates:
January 6, 1981
April 7, 1981

Automobile Insurance INS 914

Tuesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $60.00

Prerequisite: INS 911
Introduction and development, and applications in general, applications for Owner's form (S.P.F. II) Owner's form — Section A — Third Party Liability; Owner's form — Section B Accident Benefits coverage; Owner's form — Section C — Own damage; General provisions, definitions and exclusions; Automobile insurance law and Statutory Conditions; endorsements which may be used with Owner's form; Non-owned Liability insurance; garage coverages; automobile insurance variations in the provinces; financial responsibility laws; highway victims indemnity funds; absolute liability, filing proof of financial responsibility; facility; compensation without fault; rating, claims.

Start dates:
January 6, 1981
April 7, 1981

Loss Adjustment and Claim Settlement INS 915

Wednesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $60.00

Prerequisite: INS 911, INS 914.
Adjusting in general, the adjuster's obligations, ethics; the contract — definition of terms, types of contract; relationships — waiver and estoppel, non-waiver agreements, proximate cause, without prejudice, reports, subrogation; aids to implementing adjustments — catastrophe plan, arbitration agreements, Insurance Crime Prevention Bureau, guiding principles; first party claims; public liability insurance; products liability; professional liability; bond claims — fidelity and surety; preserving the evidence; litigation; termination of a claim.

Start dates:
January 7, 1981
April 8, 1981

Casualty Covars INS 943

Thursday, 1730-2130 hrs.
St. James Campus
36 hours
Fee: $60.00

Prerequisite: INS 911
Glass Insurance — policy coverage, underwriting, claims; Surety bonds — underwriting terms, principles of suretyship, miscellaneous bonds, contract bonds, fiduciary bonds, administration bonds, underwriting, cancellation, surety claims procedure, Boiler and machinery insurance — history, main classes of objects for insurance, the policy, schedules and endorsements, rating, indirect insurance; Aviation insurance — aviation aircraft liability insurance, underwriting and rating, endorsements, additional coverages, aviation general liabilities, premises and operations liability, hangarkeeper's liability, products and completed operations liability, employer's liability and workmen's compensation, aviation accident insurance, air cargo liability insurance; miscellaneous coverages — water damage insurance, weather insurance, crop hail insurance, livestock mortality insurance, commercial credit insurance.

Start dates:
January 8, 1981
April 9, 1981

Industrial and Procass Hazards INS 937

Thursday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $60.00

Prerequisite: INS 911, INS 936
Principles and practice of fire equipment; hand operated fire extinguishing equipment; automatic sprinkler protection and other special fire extinguishing equipment; private fire alarm services and equipment; public fire protection.

Start dates:
January 8, 1981
April 9, 1981

Business Interruption INS 940

Monday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $60.00

Prerequisite: INS 911, INS 912
Purpose, terminology, insured perils, policy periods — indemnity period, American vs. British approach, insurable interest
Earnings insurance no co-insurance, gross earnings, insurance, profits insurance, other forms, some practical points, loss adjustment.

Start dates:
January 5, 1981
April 6, 1981

Property Loss Adjustment INS 941

Thursday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $60.00

Prerequisite: INS 911, INS 933
Obligations of the insured and insurance company in event of loss; the adjuster — his investigation and reports, the policy; determining the loss, determining the cause and point of origin of fires; criminal code offences; co-insurance, pro-rata distribution, apportionments; guiding principles; arbitration; miscellaneous coverages, special procedures; business interruption; extended coverage; forms and documents; aids to implementing adjustment.

Start dates:
January 8, 1981
April 9, 1981

Insurance Accounts and Financa INS 916

Wednesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $60.00

This course is the mandatory last course in the A.I.I.C. program.
Government control of insurance companies; general principles of bookkeeping and insurance accounts, systems and methods; inter-relationship of accounting and statistical departments; books and records of original entry and subsidiary ledgers, general ledger, profit and loss account and balance sheet, premium reserves and loss reserves; collection and credit; agents accounts; reinsurance accounts; statistics; taxation of general insurance companies; investments.

Start dates:
January 7, 1981
April 8, 1981

Building Construction, Fira Protaction and Basic Hazards INS 936

Wednesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $60.00

Prerequisite: INS 911
A comprehensive study of fire hazards in general and building construction, in particular.
Within these terms of reference this course covers the various types of building materials, and treats in descriptive and graphic forms, many types of structure — with special emphasis on fire resistance.
The course draws attention to the study of fire hazards such as those attending heating, lighting, and housekeeping, and to the relationship of these hazards to ignition, combustion — as well as to volatility and flammability.

Start dates:
January 7, 1981
April 8, 1981

BUSINESS & COMMERCE

Bodily Injury Claims INS 932

Thursday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $60.00

Prerequisite: INS 911, INS 915
Course Content: Investigation and Background, Anatomy, Bodily Injury, Bodily Injury Treatment, Interpretation of Medical Reports, Disability, Rehabilitation, the Evaluation, Negotiation and Settlement of Bodily Injury Claims.

Start dates:
January 8, 1981
April 9, 1981

Casualty Loss Prevention INS 938

Tuesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $60.00

Course Content: Owners' landlords' and tenants' liability: Introduction, inspections, exit requirements, swimming pools, schools, day nurseries and school camps, elevator liability. Manufacturers' and contractors' liability
Crime: Introduction, fidelity bonds, crime inspections, physical protection. Burglar alarm systems: Introduction, burglar alarm equipment and wiring methods, choice of alarm system. Safe and vaults: robbery.

Start dates:
January 6, 1981
April 7, 1981

Ganaral Insurance Essantials — Part I INS 981

Thursday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $50.00

This course is offered in two sections. The first one deals with structures of the industry, office procedures and automobile insurance. It is designed for persons working in clerical or similar positions and is offered in co-operation with the Insurance Institute of Canada.
Note: No course other than INS 982 may be taken concurrently with this course.

Start dates:
January 8, 1981
April 9, 1981

General Insurance Essantials — Part II INS 982

Tuesday, 1730-2030 hrs.
St. James Campus
36 hours
Fee: $50.00

Continuation of INS 981 covering personal lines, claims, principles, law and government controls. Upon completion of this second section, credit will be granted for INS 911 and one other optional subject in the A.I.I.C. offerings.
Note. No course other than INS 981 may be taken concurrently with this course.

Start dates:
January 6, 1981
April 7, 1981

License Qualification (Ganaral Lines Insurance) INS 944

Tuesday and Thursday, 1800-2100 hrs.
St. James Campus
60 hours
Fee: $100.00
(including examination Fee)

Intended for students preparing for agents licensing, non-producer agency personnel, insurance buyers, adjusters, and insurance company staff.
Instructors are drawn from among leading agencies, insurers and allied organizations.
This evening course is equivalent to the 12 day licensing course, given by the I.I.A.B.O. in residence at Lake Geneva and will include visual teaching aids, case studies, group assignments and discussions.
Course Content: Principles of insurance, property, business interruption, condominiums, homeowners & tenants, inland transportation, liability, automobile, crime, bonds, boiler & machinery, claims, agency operation and routines.
Note: The purchase of a **current** student kit costing approximately $160. is mandatory.

Starting date:
January 20, 1981

Clerical and Sacratarial Skills

Dictaphona DIC 505X

Monday and Wednasday, or Tuesday and Thursday, 1800-2100 hrs.
St. James Campus
60 hours
Fee: $75.00

Prerequisite. A thorough knowledge of business English, spelling and set-up of letters (minimum of Grade 11), plus a typing speed of 45 w.p.m.
Designed to prepare the student to become an accredited dictaphone secretary, with an initial capacity of 60 fifteen-line letters a day.
Course Content: Typing from dictated material recorded on belts, tapes, disks or cassettes.

Start dates:
January 19, 1981
April 27, 1981

Typawriting (Baginning) TYP 901

Monday and Wednasday, or Tuesday and Thursday, 1800-2100 hrs.
St. James Campus
60 hours
Fee: $75.00

The purpose is to: (a) achieve a mastery of the keyboard using the touch system, plus an introduction to basic typewriting set-ups; (b) achieve 25 w.p.m. on five-minute tests.
Course Content: All the keys will be taught with special emphasis on the touch system (posture, good stroking, rhythm and correct fingering are an integral part.) The names, care, and proper manipulation of the parts of the machine will be introduced as required. Also the rules of syllabication and capitalization, tabulation and letters will be covered.

Start dates:
January 19, 1981
April 27, 1981

Typing Spaad Davalopmant TYP 902

Monday to Thursday, 1800-2000 hrs.
St. James Campus
64 hours
Fee: $80.00

A course designed for persons with previous typing experience. A typing speed of approximately 50 w.p.m. is the objective of this course. This will be achieved through remedial and corrective drills as well as sustained timed writings.

Start dates:
January 19, 1981
April 27, 1981

Typawriting II (Intarmadiate) TYP 903

Monday and Wednasday or Tuesday and Thursday, 1800-2100 hrs.
St. James Campus
60 hours
Fee: $75.00

Prerequisite: 25 w.p.m. typing or TYP 901.
Course Content: Basic production skills, for example centering and tabulation. Emphasis will be placed on speed development and remedial work. Speed objective is 35 w.p.m.

Start dates:
January 19, 1981
April 27, 1981

Typewriting III (Advancad) TYP 905

Monday and Wednasday or Tuesday and Thursday, 1800-2100 hrs.
St. James Campus
60 hours
Fee: $75.00

Prerequisite. 35 w.p.m. or TYP 903
The purpose is to: (a) further develop typewriting skills and to concentrate on more advanced typewriting setups; (b) achieve 50 w.p.m. on ten-minute tests.
Course Content: During this course, emphasis will be placed on practcal typing of tabulation-tables, and financial statement; centering of menus, programs, announcements; business letters — different styles, placement, carbon copies and envelopes; essential business forms; erasures and corrections, squeezing and spreading; duplicating — the typing of dittos, stencils, and offset masters; skill development to bring the typist up to 50 w.p.m. or better on ten-minute tests.

Start dates:
January 19, 1981
April 27, 1981

BUSINESS & COMMERCE

Pitmen Shorthand Theory I **SHP 900A**

Tuesday and Thursday, 1800-2100 hrs.
St. James Campus
72 hours
Fee: $90.00

Prerequisites: Proficiency in English, 45 w.p.m. in typing.
Course Content. Introduction to the theory of Pitman Shorthand, through coverage of short-forms and phrases, laying a good foundation for speed development in subsequent courses

Start date:
January 20, 1981

Pitmen Shorthand Theory II **SHP 900B**

Tuesday and Thursday, 1800-2100 hrs.
St. James Campus
72 hours
Fee: $90.00

Prerequisites: SHP 900A or acceptable background determined by test
Course Content. Continuation of the theory, developing of techniques in taking dictation at speeds of up to 100 w.p.m. and transcribing it in mailable form.

Start date:
January 20, 1981
April 28, 1981

Pitman Shorthand **SHP 906**

Monday and Wednesday, 1800-2100 Hrs.
St. James Campus
84 hours
Fee: $110.00

Prerequisite Typing at 35 w.p.m. and proficiency in English.
This course is based on simplified "Classic Pitman Shorthand" but in it there are approximately 25% fewer rules
The speed potential of Shorterhand meets the requirements for secretarial positions but shorterhand is not intended for use in court reporting.
At the end of this course the student will have mastered all the outlines and short forms and will be in a position to concentrate on the speed development course SHP 901.
After successful completion of both courses, the student should have no difficulty in filling general secretarial positions.

Stert data:
April 27, 1981

Pitmen Shorthend — Spaad Development **SHP 901**

Tuesday and Thursday, 1800-2100 hrs.
St. James Campus
60 hours
Faa: $75.00

Prerequisite: SHP 900 or equivalent; and 45 w.p.m. in typewriting, plus Grade 12 English or equivalent.
To further develop facility in writing shorthand of average commercial difficulty at speeds up to 120 w.p.m., and in transcribing from notes at the typewriter.
Course Content: Development of skill in writing and reading shorthand notes, with emphasis on short-forms and phrases; practice in transcribing notes at the typewriter in acceptable, mailable form.

Start detes:
January 20, 1981
April 28, 1981

Shorthand — Refrashar Coursa **SH 900**

Tuesday and Thursday, 1800-2100 hrs.
St. James Campus
84 hours
Faa: $110.00

Prerequisite. Grade 12 English or equivalent; a reasonable knowledge of the theory of any system.
Course Content: Quick review of the principles of Pitman Shorthand; emphasis on facility in the use of short-forms, contractions, intersections and phrases; attention to development of speed.

Start date:
January 20, 1981

Data Entry Operator **KP 570X**

Monday & Wednesday or Tuesday & Thursday
St. James Campus
120 hours
Fee: $145.00
Matarials: $20.00

Prerequisite: 35 w.p.m. in typing A pass mark in the aptitude test is required. Foreign students are also subject to an English test
This course will bring the student to a high standard of accurate speed and machine familiarity so that the operator will be able to produce an acceptable quantity of high quality work Training is on IBM models 3742, 5280 and on the Univac Cade 1900 System.

Stert detes:
January 5, 1981
April 27, 1981

Ontario Management Development Programs

Certificate in Business Management Studies (Business and Commerce)

This certificate is issued by the Ministry of Education on satisfactory completion of six courses. For information concerning the specific requirements for the certificate phone 967-1212 extension 501.
The course fee includes the cost of materials

Management Functions For Supervisors **OMDP 900**

Thursday, 1800-2030 hrs.
St. James Campus
25 hours
Modulas: $15.00 aach
Fee: $75.00

The following modules will be offered in sequence as outlined below every Thursday night for ten weeks beginning October 1980. A student taking all modules will be credited with one full course toward the Ministry of Education Certificate.

1. The role of the supervisor
2. Management process: an introduction
3. Time Management
4. Introduction to budgeting
5. Decision making techniques
6. Allocating human resources
7. Meeting management
8. Interviewing: An introduction
9. Performance appraisals
10. Women as supervisors and supervising women

Start detes:
January 22, 1981
April 30, 1981

Work Study **OMDP 901**

Monday, 1800-2030 hrs.
St. James Campus
25 hours
Faa: $70.00

Course Content: To introduce methods and time study. To prepare for effective participation in a company work study program. To provide a strong base on which to build experience in analysis. Introduction, method study, introduction to work measurement, administration of a work study program, human relations, application and review

Start detes:
January 19, 1981
April 27, 1981

Business Lew **OMDP 902**

Wednesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $70.00

Course Contents: To learn to recognize and deal more effectively with the legal aspects of business. To improve communications with lawyers and understand and apply their advice. Formation of a contract, discharge of a contract, absolute of personal property, conditional sales contracts, chattel mortgages and bailment, credit rights, negotiable instruments and collections, partnerships, corporations, leases, bankruptcy, patents, trade marks and unfair competition.
Topics covered in this course are comparable to those offered in LAW 200 during the day.

Start detes:
Jenuery 21, 1981
April 29, 1981

Humen Resources Management **OMDP 906**

Thursday, 1800-2030 hrs.
St. James Cempus
25 hours
Fee: $70.00

Course Content: The purpose of this course is to provide the participants with usable mental tools which will allow them to structure their approach to people within their own organization in a more effective way. Topics covered include: overview, organization planning, motivation, selection of personnel, induction and training, performance and appraisal, compensation, industrial relations, communication and constructing an effective environment.

Start detes:
January 22, 1981
April 30, 1981

BUSINESS & COMMERCE

Effective Supervision — Human Relations **OMDP 907**

Thursday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $70.00

Course Content: To develop an understanding of the basic needs of people in the work situation. This course will focus attention on the various aspects of the management of people (selection, training, motivation, morale, compensation, union relations, communications). It will establish a framework for the remaining sessions of the course. Topics covered include: understanding people, selection and induction, training and instructing employees, how to train your employees, pointers for supervisors involved in training, developing and maintaining morale, elements of salary administration, effective communications, appraising employee performance, job satisfaction, leadership, planning and organizing for results, resistance to change.

Start detes:
Jenuery 22, 1981
April 30, 1981

Effective Supervision in Administration **OMDP 908**

Wednesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $70.00

Course Content: To understand the techniques of flow charting and layout analysis as aids towards improving administration. To appreciate the need for selecting meaningful standards when developing objectives and plans against which performance can be measured and evaluated. To emphasize the role of the administrative supervisor in taking corrective action, making decisions and carrying them out. To encourage the administrative supervisor in self-development in the art and techniques of supervision.

Stert detes:
Jenuery 21, 1981
April 29, 1981

Menegement Approach to Credit and Collections **OMDP 909**

Tuesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $70.00

Course Content: To develop a managerial concern for the planning, organizing, co-ordinating and controlling of the credit and collection function. To develop an understanding of the credit and collection operation that is consistent with prudent financial management and the maximization of operating profits.

Start detes:
January 20, 1981
April 28, 1981

Texetion **OMDP 910**

Thursday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $70.00

Course Content: To assist owner/managers of small businesses in some of the more important fundamental aspects of taxation as it affects the business. To introduce participants to the new vocabulary, and to tax planning. To develop an appreciation in participants for the impact of incorporation on taxation. Topics covered include: introduction to taxation, problems of individuals, capital gains tax, problems of partnerships, problems of farmers, problems of corporations (A), problems of corporations (B), federal sales tax, succession duties and estate planning, reassessment and review.

Stert detes:
Jenuery 22, 1981
April 30, 1981

Management Skills in Personnel Selection **OMDP 912**

Wednesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $70.00

Course Content: To establish criteria or bench marks against which employers decide to hire. Based on the above, to determine what areas in the selection process are of particular importance. To emphasize the importance of proper selection of employees. To provide an understanding of personnel recruitment and selection techniques. To highlight the importance of planning manpower needs, both with respect to numbers of people and specific job requirements and duties. Topics covered include: Film — "The Employee Turnover Syndrome", selection procedures, application form, position announcement, screening methods, the interview.

Stert detes:
Jenuery 21, 1981
April 29, 1981

Purchasing **OMDP 913**

Monday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $70.00

Course Content: To understand certain fundamental principles in purchasing which help avoid costly errors and build a more profitable operation. Topics covered include: purchasing and profits, setting purchasing specifications, how much to purchase, basic inventory control and purchasing, selecting suppliers, determining prices, other costs in purchasing, purchasing procedure, value analysis, purchasing outside Canada.

Stert detes:
Jenuery 19, 1981
Aprll 27, 1981

How To Stert e Smell Business **OMDP 914**

Thursday, 1800-2030 hrs.
St. James Campus
25 hours
Faa: $70.00

Course Content. Starting a small business — choosing a legal form, the business plan. Establishing a business — existing business vs. a new business location and physical requirements. Financial requirements — start-up costs, sources of financing. The marketing process — target markets, sales forecast. Marketing strategy — marketing mix, marketing plan Management and staffing. Purchasing and inventory control — setting up the system Financing statements — are they worth the effort. Financial Controls — making figures work for you. Government regulations — municipal, provincial and federal requirements, course review and operations.

Start detes:
Jenuery 22, 1981
April 30, 1981

Retailing: An Introduction **OMDP 915**

Tuesday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $70.00

Course Content: This course is designed to familiarize the student with the basic concepts and terminology of retailing. Topics covered include: retailing and financial statements, basic accounting, buying — what and where, terms of sale and pricing, management, planning and controls, financial analysis, location, promotion, personnel selection and personnel training, remuneration.

Start detes:
January 20, 1981
April 28, 1981

Credit and Collections **OMDP 916**

Monday, 1800-2030 hrs.
St. James Campus
25 hours
Fee: $70.00

Course Content: To provide a basic knowledge of the principles of consumer and mercantile credit. To examine the techniques of profitable credit investigation and approval. Topics covered include: Introduction — the study of credit, introductory remarks, the general concepts of credit, terms of sale, guiding principles of credit analysis, how to read a financial statement, services of credit associations and other major financial institutions, mercantile collections, consumer collections, credit and collection correspondence.

Start dates:
January 19, 1981
April 27, 1981

Arbitretors' Instituta of Canada

The three courses outlined below are offered on behalf of the Arbitrators' Institute of Canada.
Students should wherever possible, register at the Arbitrators' Institute of Canada Inc., Suite 1201, 45 Richmond Street West, Toronto, Ontario, M5H 1Z2: (416) 363-1642.

Arbitration I **ARB 750**

Tuesdays, 1900-2130 hrs.
St. James Campus
25 hours
Fee: $125.00
(Includes course materials but not text books.)

Course Content: The Arbitration Act of Ontario, 1970, Amended, 1976; procedures at arbitration, the laws of arbitration, contracts and evidence; the expert witness; hearings and a mock arbitration; case studies, judicial review of arbitration awards. The course will focus on problems raised by the participants.

Start dete:
January 20, 1981

Arbitretion II **ARB 751**

Thursdays, 1900-2130 hrs.
St. James Campus
25 hours
Fee: $125.00
(Includes course materiels but not text books.)

Course Content: Organization meeting; review of laws of contract and evidence; the principles of commercial arbitration, the principles of labour arbitration; judicial review of arbitral misconduct. Participant will be encouraged to undertake supervised research.

Start dete:
Jenuary 22, 1981

Arbitration III **ARB 752**

Wednesdays, 1900-2130 hrs.
St. James Campus
25 hours
Fee: $125.00
(Includes course materials but not text books.)

Course Content: General introduction to the Labour Relations Act of Ontario; the certification process; unit appropriate for collective bargaining; representation votes; negotiation of collective agreement; seniority cases; discharge cases; the role of the arbitrator; simulated discharge grievance arbitration; unfair practices, certification where Act contravened, prohibited interference with formation of trade unions; the role of the Ontario Labour Relations Board General Review.

Start data:
Jenuary 21, 1981

Registarad Industrial Accountent

The Society of Management Accountants of Ontario offers courses leading to qualification as a Registered Industrial Accountant at the St. James Campus.
Information about courses and registration kits are available at the St. James Campus.
Application for entry into the program must be made at The Society of Management Accountants of Ontario, 145 Main Street East, P.O. Box 176, M.P.O., Hamilton, Ontario L8N 3C3, (416) 525-4100.

For further information about part time courses in Business and Commerce telephone 967-1212 ext. 510.

COMMUNITY SERVICES

Addiction Counsellor Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies. Preference is given to students who are already employed in the field of addictions or related areas.

Applications and information may be obtained from the Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, local 655 or from the Admissions Office, Kensington Campus, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9.

An admission interview is required; details of registration will be made available to those accepted in the program. Preference is given to students taking full requirements for the Diploma in the available format each year, that is taking four courses each term excluding field practice.

Note: There is a late registration fee of $10.00 per course for all registrations received after August 21. It is recommended that applications for the part-time program be received by the program coordinator before June 1, 1980. Admission interviews will begin in March.

The requirements for the diploma must be completed within five years.

Courses on Wednesday are offered between 1400-2030 hours. Third year courses on Thursday are offered between 1400-2100 hours.

The following courses must be completed in order to obtain the Diploma:

AD100X — Field Practice
AD101X — Human Growth and Behaviour
AD102X — Group Process
AD103X — Social Services, Problems and Issues
AD105X — Basic Studies in Addictions
AD106X — Theory, Methods and Practice of Counselling
AD107X — Counselling Practice Laboratory
AD200X — Field Practice
AD201X — Human Growth and Behaviour
AD202X — Group Process
AD206X — Theory, Methods and Practice of Counselling
AD208X — Ethics, Values and Professionalism
AD209X — Research and Independent Studies
AD211X — Community Practice
AD212X — Field Work Seminar
PHYS104X — Pharmacology and Physiology
SOC107X — Sociology
SOC207X — Sociology

Ethics, Values and Professionalism — AD 208X

Thursday, 1530-1700 hrs.
Nightingale Campus
21 hours
Fee: $35.00

This subject provides an opportunity for the student to become aware of the values and value conflicts involved in being a counsellor and how these values relate to professional practice.

Start date:
January 15, 1981

Sociology — SOC 207X

Thursday, 1530-1700 hrs.
Nightingale Campus
21 hours
Fee: $35.00

The concepts of Sociology are employed to look at family functions of courtship, marriage, single parent and separation across cultural differences. Also the sociological examination of the impact of chemical abuse on family and community is highlighted.

Start date:
January 15, 1981

Counselling Practice Laboratory — AD 107X

Wednesday, 1530-1700 hrs.
Nightingale Campus
21 hours
Fee: $35.00

Practical skills in assessment planning and evaluating are developed through role playing and case presentations. Audio tapes and video tapes will be used to supplement live interviews for demonstration and critique.

Start date:
January 14, 1981.

Social Services, Problems & Issues — AD 103X

Wednesday, 1400-1530 hrs.
Nightingale Campus
21 hours
Fee: $35.00

The course examines the development and adaptation of institutions in response to community needs and pressures and levels of responsibility: federal, provincial, municipal and private. The development of agencies providing education, health, welfare and other forms of service and philosophies concerning the role of law in controlling alcohol and drug use, and the relevant legislation are studied.

Start date:
January 14, 1981

Child Care Worker Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies and are working full-time with emotionally disturbed children or troubled adolescents.

An admission interview is required; details of registration will be made available to those accepted into the program.

Applications and information may be obtained from Linda Silver, Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, local 655.

Note: There is a late registration fee of $10.00 per course for all registrations received after August 21. It is recommended that applications be received by the Admissions Office before July 31.

The requirements for the diploma must be completed within five years.

Courses are offered on Wednesday between 1500-2100 hours.

The following courses must be completed in order to obtain the Diploma

CHI160X — Field Practice
CHI161X — Human Growth and Development
CHI164X — Caring for the Disturbed Child
CHI101X — Therapeutic Activities
CHI172X — Group Process
CHI100X — Interviewing and Counselling
CHI260X — Field Practice
CHI261X — Childhood Psychopathology
CHI262X — Caring for the Disturbed Child
CHI268X — Treatment Philosophies
CHI278X — Organizational Development
CHI272X — Working With Families
CHI279X — Values, Ethics and Professionalism
CHI275X — Adolescence
CHI276X — Adolescence Role and Identity
CHI277X — Integration of Theory and Practice
PSY169X — Introductory Psychology
SOC171X — Introductory Sociology

Introductory Sociology — SOC 171X

Wednesday, 1830-2000 hrs.
Nightingale Campus
21 hours
Fee: $35.00

This course will examine the basic concepts in sociology which will then be used in analyzing various aspects of Canadian Society i.e. intergroup relations, rural and urban communities, social classes and social institutions.

Start date:
January 14, 1981

Adolescence Role and Identity — CHI 276X

Wednesday, 2000-2130 hrs.
Nightingale Campus
21 hours
Fee: $35.00

This course will examine the learners attitudes, beliefs and values as they relate to sexual anatomy, birth control, psychosexual development, venereal diseases, homosexuality, sexual assaults and laws pertaining to the areas of human sexuality.

An explanation of these areas will enhance the students ability to deal more effectively with adolescents who are experiencing role and identity confusion.

Start date:
January 14, 1981

Working with Families — CHI 272X

Wednesday, 1630-1800 hrs.
Nightingale Campus
21 hours
Fee: $35.00

This course has been designed to facilitate Child Care Worker students in examining the theory and dynamics involved in working with the families of emotionally disturbed children or adolescents.

Start date:
January 14, 1981

COMMUNITY SERVICES

Integration of Theory and Practice — CHI 277X

Wednesday, 1830-2000 hrs.
Nightingale Campus
21 hours
Fee: $35.00

This course is designed to enable the student to identify a child's problem utilizing various theoretical models with an ecological framework at the following levels individual, family, group, organization and community. After identification of these levels the student is expected to develop an intervention strategy to specific problem(s).

Start date:
January 14, 1981

Early Childhood Education Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies.

An admission interview is required; details of registration will be made available to those accepted into the program.

Applications and information regarding this program may be obtained from Linda Silver, Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9. Telephone 967-1212, local 655.

Note: There is a late registration fee of $10.00 per course for all registrations received after August 21. It is recommended that applications be received by the Admissions Office before July 31.

The requirements for the diploma must be completed within five years.

Courses are offered on Tuesday and Thursday evenings.

The following courses must be completed in order to obtain the Diploma.

ECE100X — Infant and Child Development
ECE101X — Health and Well Being
ECE103X — Mental Health
ECE104X — Principles of Day Care
ECE105X — Creative Expression in Childhood
ECE113X — Field Practice
ECE114X — Field Practice
ECE116X — Storytelling and Literature
ECE117X — Music
ECE200X — Human Growth and Development
ECE201X — Children with Special Needs
ECE202X — Cognitive Development
ECE203X — Planning, Management and Legislation
ECE204X — Varieties of Day Care
ECE206X — Family Dynamics
ECE207X — Parent Interviewing and Counselling
ECE212X — Field Practice
ECE213X — Field Practice
ECE214X — Group Process
ECE215X — Movement and Drama
ECE216X — Science Experience
ENG114X — Language and Communications
SOC106X — Introductory Sociology
PSY107X — Introductory Psychology

Health & Well Being — ECE 101X

Thursday, 1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

The students will learn the principles of health and hygiene and relate this to infants and children in group settings. Topics explored include childhood diseases, health problems, nutrition and physical care.

Start date:
Jenuery 15, 1981

Mental Health — ECE 103X

Tuesday, 1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

The mental health course will provide the student with a greater self-awareness of positive mental health concepts in order to relate these to basic needs, anxiety, conflict and adjustment.

Start date:
January 13, 1981

Principles of Day Care — ECE 104X

Tuesday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

This course is designed to coordinate knowledge of child development and behaviour with programs and settings, and to develop effective modes of practice for day care centres.

The aims and objectives of "good" day care for infants, toddlers and pre-school children will also be examined.

Start date:
Jenuery 13, 1981

Music — ECE 117X

Thursday, 2030-2130 hrs.
Nightingale Campus
14 hours
Fee: $25.00

Students will gain the skills to plan and carry out music programs for children by applying the techniques of guiding young children in musical experiences and the knowledge of music resources.

Start date:
January 15, 1981

Human Growth and Development — ECE 200X

Tuesday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

The behaviour and development of the child from age three through adolescence is studied. A variety of theories will be examined for their contribution to the understanding of human growth and development.

Start date:
January 13, 1981

Planning Management and Legislation — ECE 203X

Tuesday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

A study of the resources and skills needed in setting up and managing a day care centre, starting with legal requirements, initial stages of planning and developing programs and progressing to final stages of financing, accounting and managing a day care operation.

Start date:
January 13, 1981

Family Dynamics — ECE 206X

Thursday, 1830-2130 hrs.
Nightingale Campus
42 hours
Fee: $65.00

This course has been designed to facilitate the student in examining the theory and dynamics involved in understanding working with families. The course of study will be directed towards understanding family dynamics, which will include purposes, tasks, roles, relationships, communications patterns, disciplining and problem solving.

Start date:
January 15, 1981

Movement and Drama — ECE 215X

Thursday, 1830-1930 hrs.
Nightingale Campus
14 hours
Fee: $25.00

Students will be involved in movement and drama experiences. The skills developed will be related to program planning for pre-school children.

Start date:
January 15, 1981.

Science Experience — ECE 216X

Thursday, 2000-2100 hrs.
Nightingale Campus
14 hours
Fee: $25.00

Students will identify scientific concepts inherent in normal routine programs for pre-schoolers and will then be required to plan programs which include age-related science experiences.

Start date:
January 15, 1981

Introductory Psychology — PSY 107X

Thursday, 1830-2030 hrs.
Nightingale Campus
28 hours
Fee: $45.00

This course will explore the various branches of psychology to provide the student with a basic understanding of human behaviour and how it applies to infants and toddlers in day centres.

Start date:
January 15, 1981

Activity Director Diploma Program

This part-time program is designed to provide training for persons employed or seeking to become employed in activity programming in either institutions or community settings providing services for the elderly and handicapped persons.

The course content will provide students with the knowledge and skills specific to the needs of the increasing number of people in the period of later life.

An admission interview is required; details of registration will be made available to those accepted into the program.

COMMUNITY SERVICES

Applications and information may be obtained from Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9. Telephone 967-1212, local 640.

Note: There is a late registration fee of $10.00 per course for all registrations received after August 21.

Courses are offered Tuesday and Thursday between 1500-2100 hours.

The following courses must be completed in order to obtain the Diploma:

ACT900 — Growth and Development
ACT901 — Community Resources
ACT902 — Working with the Handicapped
ACT903 — Ambulation and Exercise
ACT904 — Activity Planning
ACT905 — Use of Crafts and Hobbies I
ACT906 — Normalization and Remotivation
ACT907 — Use of Crafts and Hobbies II
ACT90B — Assessment Skills
ACT909 — Special Purpose Groups
ENG922 — Communications I
ENG923 — Communications II
FLDP900 — Field Practice
FLDP901 — Field Practice
FLDP902 — Field Practice
FLDW900 — Field Work Seminar
FLDW901 — Field Work Seminar
FLDW902 — Field Work Seminar
GERI900 — Geriatric Impairments
PDE900 — Program Development and Evaluation
PSY905 — Psycho-Geriatrics
BUS90B — Organization and Management Skills
CS900 — Coordination Skills
PSY904 — Psycho-Social Needs

Activity Planning ACT 904

Thursday, 1700-1900 hrs.
Nightingale Campus
30 hours
Fee: $50.00

The goals, resources, assessment and implementation skills required in the conducting of effective activities will be studied in the context of appropriate activities. Topics will include: goal setting for individual clients, assessment of both human (residents, staff, volunteers, families and other agencies) and material (funds, equipment, improvisations of equipment and materials) resources, audio-visual skills and program assessment. Programs that will be examined will include such activities as outings, games, parties, dances, bazaars, dinners, exercise, and recreation. Methods for promoting community integration will be considered.

Start date:
January 15, 1981

Use of Crafts and Hobbies I ACT 905

Thursday, 1500-1700 hrs.
Nightingale Campus
30 hours
Fee: $50.00

Students will practice a variety of crafts and hobby skills such as woodwork, metalwork, sewing, needle work, painting, ceramics, pottery and jewellery making in a workshop situation.

Start date:
January 15, 1981

Normalization and Ramotivation ACT 906

Thursday, 1900-2100 hrs.
Nightingale Campus
30 hours
Fee: $50.00

The theory of normalization and remotivation will provide a background for the development of the related practical skills. Emphasis will be placed on the use of the environment, skills to promote interest in personal interaction, aids to daily living, adaptive devices, continuing training and reality orientation.

Start date:
January 15, 1981

Communications II ENG 923

Tuesday, 1500-1700 hrs.
Nightingale Campus
30 hours
Fee: $50.00

Students will learn and practice those communication skills that are essential in order to work effectively with groups. One to one communication techniques, group process and empathy training will form the course content.

Start date:
January 13, 1981

Geriatric Impairments GERI 900

Tuesday, 1700-1900 hrs.
Nightingale Campus
30 hours
Fee: $50.00

In this course students will learn about those physical disorders commonly suffered by the handicapped and the elderly and their effect on the individual's ability to function. Conditions that will be studied are: cardiovascular disease, diabetes, Parkinson's Disease, Cerebral Palsy, Organic Brain Syndrome, Cancer, respiratory disorders, vision, hearing and speech losses, fractures, arthritis and multiple sclerosis.

Start date:
January 13, 1981

Psycho-Geriatrics PSY 905

Tuesday, 1900-2100 hrs.
Nightingale Campus
30 hours
Fee: $50.00

In this course students will learn about behaviour disturbances and dependencies with emphasis on those most commonly found amongst the elderly. Topics to be covered will include chronic mental health problems with emphasis being placed on behaviours such as depression, anxiety, alcoholism and withdrawal. Aspects of dealing with death and dying will also be included.

Start date:
January 13, 1981

Foster Parent Cartificate Program — Part-Time

This is a part-time certificate program comprising academic courses and evaluation of fostering competencies.

The program is designed to provide the basic knowledge and skills to enable foster parents to understand and cope with the behaviours of children in their care E.G. withdrawal, acting out, aggression, depression, stealing, bedwetting and truancy.

The emphasis will be placed on the application of child management principles. The courses are not designed to deal with individual problems. Specific problems relating to individual children should be referred to the employing agency by the foster parent.

The Foster Parent Program consists of four courses, two of which can be taken each year and an evaluation of fostering skills required in the second year.

Applications and information regarding this program may be obtained from Linda Silver, Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9. Telephone 967-1212, local 655.

Note: There is a late registration fee of $10.00 per course for all registrations received after August 21. It is recommended that applications be received by the Community Services Division before July 31. This program is only open to those currently employed as foster parents in association with a recognized fostering agency.

COMMUNITY SERVICES

The following courses must be completed in order to obtain the certificate.

FPP900 — Human Growth and Development
FPP901 — Child Management I
FPP902 — Child Management II
FPP903 — The Foster Parent and the Community
FPP904 — Evaluation of Fostering Skills

Child Managemant I FPP 901

Tuesday, 2000-2200 hrs.
Nightingale Campus
20 hours
Fee: $25.00

This course will explore specific management areas such as separation, setting limits, routines and consistency as well as considering difficult behaviours e.g. lying, stealing, bed-wetting, aggression and withdrawal.

The material for the course will be drawn largely from the experience of the participating foster patents.

Start date:
January 20, 1981

Child Management II FPP 902

Thursday, 2000-2200 hrs.
Nightingale Campus
20 hours
Fee: $25.00

Prerequisite: Child Management I or equivalent.

This course will continue the study of behaviour and child management begun in Child Management I. The objectives are similar. The expectation is that students will possess improved insights and be able to proceed by the case study method. Case studies and other material for this course will be prepared in cooperation with fostering agencies.

Start date:
January 22, 1981

Evaluation of Fostering Skills FPP 904

Fee: $15.00

An evaluation of each student's fostering skills will be required in the second year of the program. Evaluation forms will be provided by the program coordinator.

Health Care Aide Program

This program provides a basic training for those who wish to work with patients in long-term or chronic care facilities. Under the supervision of a registered nurse the health care aide provides personal care for the comfort and safety of residents and is involved in the process of creating a climate to promote the optimal physical, social and emotional well-being of each resident.

The Health Care Aide Program was developed by and is recognized by the Ministry of Health, Ministry of Education and the Ministry of Community and Social Services.

Admission Requirements:

Grade 10 — mature persons 19 years of age and over with less than Grade 10 will be considered individually.
Facility with English
A personal interview.
Length of Program — 480 hours — offered part-time in both day and evening courses.

Further details regarding Registration and the structure of the program may be obtained from:
Health Care Aide Program
Division of Community Services
George Brown College
P.O. Box 1015, Station "B"
Toronto, Ontario M5T 2T9
Telephone: 967-1212, local 634

The following courses must be completed in order to obtain the certificate.

CARE900 — Communications
CARE901 — Biological Needs
CARE903 — Social and Emotional Needs
CARE90B — Clinical 1
CARE909 — Clinical 2
CARE910 — Clinical 3

Communications CARE 900

Monday, 1800-2200 hrs.
Tuesday, 1000-1400 hrs.
(Fall tarm only)
Nightingale Campus
40 hours
Fee: $45.00

This course promotes a better understanding of the cultural patterns and social values of the institutional population. Verbal and non-verbal communication along with the effective use of English are emphasized.

Start datas:
January 12, 1981
March 30, 1981

Biological Naads CARE 901

Tuasday, 1800-2200 hrs.
or 1000-1400 hrs. (Wintar tarm only)
Nightingale Campus
40 hours
Fee: $45,00

Students will be introduced to normal body processes and the physical changes which occur during the life cycle. Nutritional needs to maintain health with special reference to the needs of the elderly will be considered.

Start datas:
January 13, 1981
March 31, 1981

Social and Emotional Needs CARE 903

Monday, 1800-2200 hrs.
Tuasday, 1000-1400 hrs. (Spring tarm only)
Nightingale Campus
40 hours
Fee: $45.00

This course examines the basic social and emotional needs of individuals as a background to understanding the emotional and mental changes which occur with aging and institutionalization.

Start datas:
January 12, 1981
March 30, 1981
March 31, 1981

Clinical 1 CARE 908

Wadnasday, 1800-2200 hrs.
Thursday, 1000-1400 hrs. (Fall tarm only)
Nightingale Campus
40 hours
Fee: $85.00

This course is a combination of theory, demonstration and student practice. Students learn the basic principles of care with emphasis being placed on the needs of residents, and the application of these skills in a variety of institutional facilities.

Start datas:
January 14, 1981
April 1, 1981

Clinical 2 CARE 909

Thursday, 1800-2200 hrs.
Thursday, 1000-1400 hrs.
(Spring tarm only)
Nightingale Campus
40 hours
Faa: $45.00

Methods of remotivation and means of minimizing the disabling effects of aging and chronic disease are demonstrated and practiced. Students learn how to apply these skills in a variety of situations.

Start datas:
January 15, 1981
April 2, 1981

Clinical 3 CARE 910

240 hours
Faa: $20.00

Students will be placed in an institutional setting for the purpose of developing the job competencies of the Health Care Aide. Those who can document competency through employment status will be eligible to apply for exemption from this course

Start datas:
To ba arrangad by coordinator.

Educational Assistant Diploma Program

This series of courses is designed only for Educational Assistants who are currently employed by a Board of Education. The basic objective is to provide Educational Assistants with the fundamental, practical skills and theoretical concepts to assist them in their classroom work with children.

Applications and information may be obtained from the Division of Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9, Telephone 967-1212, local 655 or from the Admissions Office, Kensington Campus, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9.

The following courses must be successfully completed in order to obtain the certificate. Courses are offered on Tuesdays between 1700-2030 hours.

EA900 — Child Development
EA901 — The School and the Community
EA902 — Language and Listening Skills
EA903 — Program Skills
EA904 — Classroom Practice

COMMUNITY SERVICES

Lenguage end Listening Skills **EA 902**

Tuesday, 1700-1830 hrs.
Nightingale Campus
22-1/2 hours
Fee: $27.50

This course will examine the basic stages of language development and emphasis the acquisition of skills which promote language and listening ability for both normal and exceptional children.

Start data:
Jenuary 13, 1981

Program Skills **EA 903**

Tuesday, 1900-2030 hrs.
Nightingale Campus
22-1/2 hours
Fee: $27.50

This course will examine the theoretical concepts, practical skills and resources necessary for the Educational Assistant to assist the teacher in effectively implementing programs for children.

Start data:
January 13, 1981

Classroom Practice **EA 904**

Fee: $15.00

Classroom practice is an integral part of the program in affording students supervised and evaluated experience in the classroom setting. The evaluation of classroom practice will be carried out by the principal in consultation with the teacher. Students will be responsible for ensuring that the evaluation form is completed and returned to the co-ordinator

Expressive Arts — Therapautic Tools (Children) **CHI 955**

Monday, 1900-2200 hrs.
Nightingala Campus
42 hours
Fee: $75.00

Prerequisite: Applicants will be accepted from those involved in a professional capacity with children with special needs.
Course Content: This course is designed to give participants experience in self expression through a variety of modes thus providing stimulus and encouragement for initiating activities with children. Ideally, students will discover personal creative potential which will in turn allow them to provide valuable treatment alternatives with children.

Start date:
Febreury 9, 1981

Communication Skills — Effective Leadership **ES 915**

Monday, 1900-2130 hrs.
Nightingala Campus
25 hours
Faa: $40.00

Communicating with people who work for you requires a blend of tact and honesty which leaves many supervisors and leaders in a conflicting position. How can I offer constructive criticism? How can I make myself available and really listen to the needs and criticisms which my staff present to me recognizing the effect of my authority and channelling it to encourage individual potential? This requires unique communication skills and an understanding of your own leadership style.

As well, supervising a group of intelligent, energetic individuals can be threatening at times, when you question your own ability to control and still appear to be human to the group. Are there creative ways I haven't thought of to utilize the resources of my staff group, getting them more involved and motivated? How can I help build a more cohesive work team without losing authority? Being an effective leader requires understanding patterns of communication in group and knowing how to tap group energy

Start Date:
February 2, 1981

Physicel Intarvantion Techniqas **FIT 805**

Monday (Fall only) 1900-2030 hrs.
Friday (Winter only) 1500-1630 hrs.
Nightingale Cempus
15 hours
Faa: $25.00

To maintain safety for both client and worker if physical intervention becomes necessary. This course will teach students the following skills: Falling safely, bringing a client to the ground safely, "come-along holds," protecting oneself from kicks and punches, releases from head locks, chokes (rear and front) and wrist grabs.

Start Date:
February 6, 1981

Supervision In The Social Servicas **OM 900**

Tuasday 1830-2030 hrs.
Nightingala Campus
24 hours
Fea: $35.00

The purpose of this course is to present a structured approach to supervision for supervisors in Social Service Organizations. During this course the participant will have the opportunity to: explore the roles, functions and responsibilities of a supervisor; define supervisory problems in their own jobs; develop alternatives for dealing with these problems; evaluate those alternatives through role play sessions in the classroom.

Start date:
Febraery 10, 1981

Teeching Children With Speciel Needs **CHI 901**

Monday 1900-2000 hrs.
Nightingala Campus
28 hours
Faa: $55.00

Prerequisite: Early Childhood Education Diploma
This course is designed to provide Early Childhood educators with additional training in working with children with special needs. Specific programming skills will be emphasized and current functional assessment tools will be introduced. The student will be able to plan and implement positive programs for children with special needs and may act as a resource teacher for other staff members in their particular centre

ELECTRO-MECHANICAL

Numerical Control II MACH 905

Monday, 1900-2200 hrs.
Case Loma Campus
60 hours
Fee: $125.00

Prerequisite: MACH 902 or previous part programming experience.
Course Content: History; computer assist N/C language, APT and AD-APT systems, hardware, software, AD-APT system structure; AD-APT, co-ordinator system, part geometry; tools-to-geometry, relationships, part surface, drive surface, check surface, extended capabilities; AD-APT statements, vocabulary, symbols and punctuation; geometric words, logical structure in describing, part geometry; tool motion, tool description statements, motion statements, motion termination.
Note: This is a practical hands-on N/C computer course which will run when enrollment is sufficient.

Start deta:
March 2, 1981

Injection Moulding PL 905

Thursday, 1900-2200 hrs.
Case Loma Campus
30 hours
Fee: $75.00
Meteriels: $20.00

Course Content: Properties and characteristics of thermoplastic materials; polieolefins, polystyrenes, vinyls, nylon acrylics. Use of regrind and virgin materials. Colour mixing, shrinkage factors. Pre-drying thermoplastics and methods. Process operating principles of plunger injection and reciprocating screw injection machines, machine components and nomenclature; instrumentation and controls; hydraulic systems; mould temperature control. Practical: operation of machines; mould set-up; setting temperatures; cycles and controls, mould temperature control, safety features and precautions; troubleshooting. Design: mould components and nomenclatures; good and poor design; types of moulds, application and design of various types and sizes of runners, sprues and gates, draft angles; tolerances; mould maintenance.

Start date:
February 5, 1981

Welding I WELD 900

Monday (Fall term)
Monday and Wednesday
(Spring term)
1900-2200 hrs.
Case Loma Campus
60 hours
Fee: $80.00
Meteriels: $25.00

Prerequisite: Ability to understand English well enough to absorb instruction.
Course Content: Basic principles of oxyacetylene and electric arc welding; safety precautions; types and uses of various oxyacetylene flames, types and uses of various rods and electrodes, braze welding; use of fluxes, arc welding machine controls; practice welding in the flat position using oxyacetylene and electric arc equipment.

Start date:
March 23, 1981

Welding II WELD 901

Tuesday (Fall term)
Monday and Wednesday
(Spring term)
1900-2200 hrs.
Case Loma Campus
60 hours
Fee: $80.00
Meteriels: $25.00

Prerequisite: WELD 900 or equivalent experience.
Course Content: Theory of alternating and direct current; polarity; shielded arc electrodes; classification and selection of electrodes; edge preparations, joint design; weld faults; manufacture and storage of oxygen and acetylene, basic welding metallurgy, practice welding of fillet, lap, and butt joints in the flat, horizontal, and vertical positions using oxyacetylene equipment; practice welding of fillet and lap joints in the flat, horizontal and vertical positions using electric arc equipment.

Start date:
March 23, 1981

Welding III WELD 907

Thursday (Fall term)
Monday and Wednesday
(Spring term)
1900-2200 hrs.
Case Loma Campus
60 hours
Fee: $100.00
Meteriels: $35.00

Prerequisite: WELD 900 and WELD 901, or equivalent experience.
Course Content: Selection of electrodes; function of cellulose and low hydrogen coatings; electrode operating characteristics; control of weld faults; set-up and adjustment of machine controls; techniques required for "all position" welding; control of distortion; testing of welds; practice welding of fillet and lap joints in all positions and an introduction to groove joints in all positions. Cellulose and low hydrogen electrodes will be used.

Start date:
March 23, 1981

Welding Pre-Certification (M.C.C.R.) WELD 903

Monday (Fall term)
Tuesday and Thursday
(Spring term)
1900-2200 hrs.
Cesa Lome Campus
60 hours
Fee: $100.00
Materials: $45.00

Prerequisite WELD 900, WELD 901 and WELD 907 or equivalent experience. A pre-entry interview is required.
Course Content: Safety precautions; function of electrode coatings; electrode selection and application; edge preparation, weld faults, welding techniques, setting up of equipment, testing of welds and operators' codes; practice welding of groove joints in all positions, using cellulose and low hydrogen electrodes; root and face guided bend test specimens will be taken from buff welds in all positions.
Note: At the termination of this course, a practical test for M.C.C.R. certification may be arranged. An additional nominal fee is involved.

Start date:
March 24, 1981

Welding — Pipe — Uphill (GTAW/SMAW) WELD 906

Monday and Wednesday
1900-2200 hrs.
Cese Lome Campus
60 hours
Fee: $115.00
Materials: $110.00

Prerequisite: (1) WELD 900, WELD 901, WELD 907, WELD 903 or (2) Boiler Inspection Branch (M.C.C.R.) certification for all position welding of plate and proficiency in the use of low hydrogen electrodes. A pre-entry interview is required.
Course Content: Pipe specification, preparation of pipe, recommended fits and tolerances; electrode classification and selection; testing of welds and operators; codes; setting up and adjusting GTA equipment; tungsten electrodes; shielding gases; practice welding of carbon steel pipe using the GTAW process for the root pass and low hydrogen electrodes for succeeding passes.
Note: At the termination of this course a practical test for M.C.C.R. certification may be arranged. An additional nominal fee is involved.

Start deta:
March 23, 1981

Welding Ornamental Metalwork WELD 909

Tuesday (Fall term)
Tuesday and Thursday
(Spring term)
1900-2200 hrs.
Cese Lome Campus
60 hours
Fee: $100.00
Materials: $15.00

Course Content: Fundamentals of welding, safety precautions, selection of materials; fundamentals of design, use of hand tools, methods of twisting, forming and fastening metals, forming of scrolls; surface decoration, surface finishing; use of metal working equipment; practice shop work consisting of the fabrication of various types of ornamental metal projects.

Start date:
March 24, 1981

ELECTRO-MECHANICAL

Welding Aluminum and Steinless Steel (GTAW/GMAW) WELD 910

Tuesdey and Thursdey
1900-2200 hrs.
Cese Lome Campus
60 hours
Fee: $115.00
Meteriels: $60.00

Prerequisite: WELD 900 and WELD 901 or a minimum of six months continuous experience in oxy-acetylene or arc welding.
Course Content: Setting up and adjusting G.T.A.W. and G.M.A.W. equipment; types, sizes and uses of tungsten electrodes; types and sizes of filler wires, use of shielding gases; flow-meters, practice welding of light gauge aluminum and stainless steel sheet using the G.T.A.W. process and welding of aluminum plate using the G.M.A.W. process.
Note: This course does not include the welding of pipe.

Start date:
March 24, 1981

Non-destructive Testing

The following Non-destructive Testing courses will be offered in co-operation with the Canadian Society for Non-destructive testing

Eddy Current Testing I TEST 901

Tuesdey, 1900-2200 hrs.
Cese Lome Campus
40 hours
Fee: $135.00

A basic course in eddy current testing will be directed to technicians who are using the equipment, to supervisors and others who require a basic understanding of the method, and to those who wish to broaden their knowledge in non-destructive testing.
Course Content: Introduction and testing philosophy, test principles, applications and capabilities, equipment, testing techniques, calibration.
Textbook: General Dynamics Classroom Training Handbook CT-6-5, Eddy Current Testing

Start date:
February 17, 1981

Ultrasonic Testing II TEST 902

Wednesdey, 1900-2200 hrs.
Cese Lome Campus
40 hours
Fee: $135.00

Prerequisite: Ultrasonic Testing I or Certification to the Canadian Government Specification Board junior level in Ultrasonics or equivalent experience satisfactory to the instructor.
This course is specifically directed to the person whose work requires the interpretation of the results of an ultrasonic test and the insurance that the test is performed in accordance with applicable codes and standards. Inspectors, engineers, surveyors and supervisors will find this course of value
Course Content: Review of the basic principles of Ultrasonic Testing; application and capabilities of available instrumentation; interpretation of results; knowledge of testing standards, codes, records and regulations.
Textbook: General Dynamics Manual CT-6-4 "Ultrasonic Testing"

Start date:
February 18, 1981

Industrial Radiography II TEST 904

Thursday, 1900-2200 hrs.
Case Loma Campus
40 hours
Fee: $150.00

Prerequisite: Industrial Radiography I or Certification as a Junior Radiographer (4B-GP-4) or equivalent experience satisfactory to the instructor.
This course is specifically directed to the person whose work requires the ability to interpret the results of radiographic tests. While some time will be devoted to discussion of basic principles and equipment, the emphasis will be placed on film interpretation, evaluation of film in accordance with codes, and use of codes. Inspectors, engineers and supervisors will find this course of value
Course Content: Review of basic principles of radiography; equipment applications and capabilities; film interpretation, use of codes; records and regulations.
Textbook: General Dynamics CT-6-6 "Radiographic Testing".

Start date:
Februery 19, 1981

Liquid Penetrant & Magnetic Particle (LPI/MPI) TEST 907

Monday, 1900-2200 hrs.
Cese Lome Campus
36 hours
Fee: $125.00

This course is designed to cover the basic fundamentals involved in the selection and application of liquid penetrant and magnetic particle testing equipment.
Liquid Penetrant — N.D.T. and liquid penetrant testing; principles and methods of liquid penetrant testing; selection of penetrant test method and equipment; evaluation of liquid penetrant indication.
Magnetic particle inspection — principles of magnets and magnetic fields; magnetization by means of electric currents; types of equipment and inspection materials, selection of the proper type of magnetization; principles of demagnetization; types of discontinuities located by magnetic particle testing; indications and interpretation.
Textbook: General dynamics manuals CT-6-3 "Liquid Penetrant Testing", and CT-6-3 "Magnetic Particles Testing".

Start date:
Februery 16, 1981

Electricel Apprentice Review EL 900

Mondey and Wednesdey, 1830-2130 hrs.
Cese Lome Campus
60 hours
Fee: $75.00

Designed for those apprentices who are in their final term and who expect to write the qualifying examination sometime within the year.
Course Content: Theory, code and equipment over the entire area of apprenticeship training.

Start detes:
Februery 2, 1981
April 13, 1981

Hydro-Electric Power Commission Regulations (Mestar Electricien) EL 902

Tuesdey and Thursdey, 1830-2130 hrs.
Case Loma Campus
60 hours
Fee: $75.00

Prerequisite: At least fifth term apprentices, or journeymen.
Use of code book; application of regulations and tables; electrical installation calculations relevant to code regulations and tables; suitable preparation for examinations leading to Certificate of Qualification and Master Education.

Start date:
February 3, 1981

Lighting Fundamentals EL 904

Thursdey, 1900-2200 hrs.
Cese Lome Campus
60 hours
Fee: $85.00
Meteriels: $15.00

Nature of light; the eye and the relationship between light and sight lighting terms; laws and controls; light measurement and meters; light sources, its production and characteristics, including incandescent, gaseous discharge and fluorescent lamps; luminaire data consisting of general, photometric, electrical and mechanical characteristics, illumination design including zonal-cavity calculations for industrial buildings, offices and schools; store lighting, exterior residential lighting; cost analysis to include lamp economics, lighting system ownership and operating costs.

Start date:
To be announced

Electricel Construction and Maintenance I EL 907

Mondey and Wednesdey, 1830-2130 hrs.
Case Loma Campus
60 hours
Fee: $75.00
Meteriels: $20.00

Prerequisite: Grade 10 or the equivalent.
Course Content: Ohm's Law; series circuits, combination circuits; two-wire distribution; line loss, power efficiency; wire calculations; batteries, magnetism, electromagnetism, induction, three-wire distribution; Hydro Electric Power Commission Regulations; shop projects.

Start date:
February 2, 1981

ELECTRO-MECHANICAL

Electrical Construction and Maintananca II **EL 908**

Tuesday and Thursday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $75.00
Materials: $20.00

Prerequisite: EL 907 or the equivalent
Course Content: Electromagnetism; induction; DC generators; generator set-up and operation, DC motor, motor operation and controls; Hydro-Electric Power Commission Regulations; shop projects.

Start date:
February 3, 1981

Electrical Construction and Maintananca III **EL 909**

Tuesday and Thursday, 1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $75.00
Materials: $20.00

Prerequisite: EL 908 or the equivalent.
Course Content: AC fundamentals, vectors, single-phase transformers, single-phase motors, three-phase motors, three-phase transformers, auto-transformers, Hydro-Electric Power Commission Regulations, shop projects.

Start date:
February 3, 1981

Electrical Pre Exam **EL 950**

Monday and Wednesday 1830-2130 hrs.
Casa Loma Campus
Fee: $75.00

Prerequisite: Designed for journeymen who are seeking interprovincial standards and those journeymen referred by the Ministry on Provisional Certificates.
Theory, code and equipment over the entire apprenticeship training area.

Start date:
February 2, 1981

Electrical Auxilliary Systam **EL 951**

Tuesday and Thursday 1830-2130 hrs.
Casa Loma Campus
Fee: $85.00
Supplies: $35.00

Prerequisite: Designed for those Provisional journeymen who are referred from the Ministry.
Theory, operation and control of D.C. and A.C. equipment with respect to motors, transformers, fire alarms, and heating systems.

Start date:
February 3, 1981

Computer Systams **ELTC 906A**

Thursday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $65.00

Prerequisite: ELTC 906 or equivalent.
Course Content: Fundamental programming concepts, machine language, computer organization, order code; programming: assembler, editor, debugging; computer peripherals, core, drum, disc, magnetic tape, cards, paper tape, printer, data transfer; interfacing; i/o bus, peripheral controls, laboratory work, programs in assembler language, construction in interface units.

Start date:
February 5, 1981

Microprocessors (Part I) **ELTC 917**

Wednesday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $65.00

Prerequisites: ELTC 906 or equivalent. A basic knowledge of minicomputers and machine language programming would be an asset.
Course Content: Construction of a microcomputer by each student, discussion of microcomputer design, fundamental machine language programming techniques, and basic interfacing procedures will be covered in a lecture/lab setting using the 6800 microprocessor and related support logic.
The constructed microcomputer will be available for the students personal use with the payment of a laboratory fee of $175 of which $150 is refundable with the return of the microcomputer in working condition.

Start date:
February 4, 1981

Microprocessors (Part II) **ELTC 918**

Thursday, 1900-2200 hrs.
St. James Campus
45 hours
Fee: $65.00

Prerequisites: ELTC 917 or equivalent.
Course Content: Students will develop programs for the 6800 or 8080 microprocessors using the cross-assemblers on the College computer time-sharing facility. Interfaces for teleprinters, keyboard displays, video terminals, cassette tape, and floppy disc, will be discussed and used with the microcomputers built in ELTC 917 in a lecture/lab setting. Popular microprocessors and their support logic will be compared in relation to application.

Start date:
February 5, 1981

Microprocessors in Data Acquisition & Process Control **ELTC 922**

Thursday, 1900-2200 hrs.
St. James Campus
30 hours
Fee: $75.00

Prerequisites: Be familiar with microprocessor architecture, hardware interfacing and machine level programing
Course Content: Concept of analog/digital conversion & data acquisition; concept of process control: on/off, proportional, proportional plus reset and rate; advantages of microprocessor control; programing for data acquisition & process control; state of the art of microcomputer control.
If the student does not possess a microcomputer kit, he will have to borrow one from the department by depositing $150.00. A refund of $125.00 will be made if the unit is returned in working condition.

Start date:
January 29, 1981

ELECTRO-MECHANICAL

Cable Television Practice (Besic) ELTC 913A

Monday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $85.00

Prerequisite: Recommendation of the employer.
Introduction to T.V. sync and composite signals; b&w and colour, modulation channel allocation, antennas; cable distribution; antenna site location, system layout, amplifiers, splitter, tap offs, drops, coax cable characteristics, DB, VSWR, losses and reflection; tube and transistorized, wideband, single channel, main line, distribution and extender; line construction; clearance, safety, handling splices, tap offs, installation of amplifiers and passive devices, customer relations; fault finding and interference.

Start date:
January 5, 1981

Cable Television Practice (Advanced) ELTC 913B

Wednesday, 1900-2200 hrs.
St. James Campus
60 hours
Fee: $85.00

Prerequisite: Recommendation of employer.
CATV system design requirements and constraints, system powering, noise and cross intermodulation, antennas and headends, bi-directional catv systems, computer applications in CATV, radiation problems and testing, micro-wave in CATV, fibre optics, system monitoring, UHF distribution and local origination programming.

Start data:
January 7, 1981

Industrial Hearing Conservation IHS 900

Tuesday, 1900-2200 hrs.
St. James Campus
30 hours
Fee: $175.00

Prerequisites: The course is intended for safety personnel in industry and occupational health nurses and those who supervise health & safety programs.
Course Content: Lectures and practical laboratory work will provide students with a knowledge of the concepts of hearing conservation, an understanding of the physical measurement of sound, and the ability to undertake audiometric screening. The ethical and legal considerations surrounding audiometry will be covered, as well as record-keeping techniques.
Special lecturers from industry and government will give presentations.

Start data:
February 3, 1981

FASHION

Fashion Technology

The following courses are offered to those people interested in obtaining a diploma in their selected discipline, or in upgrading their present employment. They are also suitable for those who wish to upgrade their skills and to have some exposure to industrial techniques.
All courses listed below bearing a code number in the one, three or four hundred series carry credits which can beused towards obtaining a two or three year diploma in specialized programs. Others are the equivalent of part credits.
Please contact the Dean or Chairman for details

Clothing and Apparel Techniques

Apparel Construction I (Dressmaking Elamantary) DRES 141X

Monday and Wednesday, or Tuesday and Thursday, 1800-2100 hrs.
Kensington Campus
60 hours
Fee: $75.00
Equipment Fee: $5.00

Course Content: Elementary dressmaking using commercial patterns; samples, measurements, relationship of pattern, style and fabric, laying-out patterns; sewing techniques (hand and industrial machines). Student to supply own materials

Start dates:
January 19 and 20, 1981
April 20 and 21, 1981

Apparel Construction II (Dressmeking Intermediate) DRES 145X

Monday, 1800-2100 hrs.
Kensington Campus
30 hours
Fee: $40.00
Equipment Fee: $5.00

Prerequisite: Basic Sewing skills.
Course Content: Continuation of DRES 141X. Proper selection of style and pattern to suit the wearer and material; purpose and selection of supporting fabrics, selection and preparation of lining fabrics; preparation of the pattern and pattern alterations. Student to supply own materials.

Start dates:
January 19, 1981
April 20, 1981

Apparel Construction III (Drassmaking Advanced) DRES 151X

Monday and Wednesday, 1800-2100 hrs.
Kensington Campus
60 hours
Fee: $75.00
Equipment Fee: $5.00

Prerequisite: Preferably DRES 141X and/or DRES 145X or equivalent experience.
Course Content: Efficient use of materials to minimize waste. Couture methods. The student will provide own material

Start dates:
January 19, 1981
April 20, 1981

Apparel Pattarn Drafting I (Elementary) PAT 141X

Monday and Wednesday, or Tuesday and Thursday, 1800-2100 hrs.
60 hours
Kensington Campus
Fee: $75.00
Equipment Fee: $5.00

Prerequisite: Knowledge of dressmaking.
Course Content: Elementary pattern design (misses sizes 8-10, 12, master blocks), drafting directly "on the flat", i.e. on paper; designing ladies' skirts, slacks, blouses, dresses to manufacturing methods, to a price range. Students to supply own materials

Start dates:
January 19 and 20, 1981
April 20 and 21, 1981

Apparel Pattern Drafting II (Intarmadiate) PAT 143X

Tuesday, 1900-2200 hrs.
Kensington Campus
30 hours
Fee: $40.00
Equipment Fee: $5.00

Prerequisite: Preferably PAT 141X or equivalent experience
Course Content: Drafting to manufacturing sizes. Misses dresses, evening dresses, jackets, outer wear, lingerie. Students to supply own materials.

Start datas:
January 20, 1981
April 21, 1981

Apparel Pattarn Drafting III (Advancad) PAT 151X

Monday or Tuesday, 1800-2100 hrs.
Kensington Campus
30 hours
Fee: $40.00
Equipment Fee: $5.00

Prerequisite: Preferably PAT 143X or equivalent experience.
Course Content: Design of a garment from a sketch or an original idea; creative styling such as coats, suits, sportswear, etc., and also dresswear and advanced styling. Students to supply own materials.

Start dates:
January 19 or 20, 1981
April 20 or 21, 1981

Men's Pattern Drafting PAT 142X

Tuesday and Thursday, 1800-2100 hrs.
Kensington Campus
60 hours
Fee: $75.00
Equipment Fee: $5.00

Prerequisite: Basic sewing skills.
Course Content. Styling, line, proportion, research (drafting of men's patterns).
Students to supply own material.

Start date:
January 20, 1981
April 21, 1981

Tailoring (Ladies') DRES 146X

Tuesday and Thursday, 1800-2100 hrs.
Kensington Campus
60 hours
Faa: $75.00
Equipment Fee: $5.00

Prerequisite: Preferably DRES 141X or basic sewing skills
Course Content: Ladies' tailoring, sewing, cutting techniques, finishing coats and suits using commercial patterns. Industrial machines.
Students supply own materials.

Start dete:
January 20, 1981
April 21, 1981

Fashion Illustration I (Elementery) PAT 144X

Wednesday, 1800-2100 hrs.
Kensington Campus
30 hours
Fee: $40.00
Equipment Fee: $5.00

Course Content: An introductory course in fashion drawing emphasizing the drawing methods used in industry. Rough sketch and working drawing; achieving textures and patterns; finished drawing in mixed media.
Students to supply own materials.

Start dates:
January 21, 1981
April 22, 1981

Fashion Illustration II (Intarmediate) PAT 154X

Monday, 1800-2100 hrs.
Kansington Campus
30 hours
Fee: $40.00
Equipment Fee: $5.00

Prerequisite: Preferably PAT 144X or equivalent experience
Course Content: Commercial applications in fashion art. Creative sketching, line, colour related to fashion concepts.
Students supply own materials.

Stert detes:
January 19, 1981
April 20, 1981

Fur Manufacturing Techniquas (Elementery) FUR 544X

Monday, Tuesday or Thursdey, 0800-1200 hrs.
Kensington Campus
80 hours
Fee: $100.00
Equipment Fee: $5.00

Prerequisite: Interview or employment in fur industry.
Course Content: Cutting, sewing, blocking and finishing fur garments. Students may purchase required pelts at cost and must supply own tools.

Starts every Mondey

FASHION

Leather Manufacturing Techniques LTH 544A

Thursday, 0800-1200 hrs.
Kensington Campus
40 hours
Fee: $50.00
Equipment Fee: $5.00

Prerequisite: Ability to operate industrial sewing machine.
Course Content: Cutting leather and sewing on walking-foot machine as well as hand-stitching. Making garments
Students must purchase own leather and supply own tools.

Starts evary Thursday

Fur and Leather Design FUR 545A

Friday, 0800-1200 hrs.
1300-1500 hrs.
Kensington Campus
60 hours
Fee: $75.00
Materials: $5.00

Prerequisite: Experience in the industry
Course Content. Drafting patterns and grading.
Students must purchase own instruments and factory cotton.

Sterts every Friday

Sarger Machine SEW 542X

Monday to Friday
0800-1500 hrs.
Kensington Campus
30 hours
Fee: $40.00
Equipment Fee: $5.00

Course Content: Special module (30 hours) for students reaching SEW 141X/151 objectives in less than 240 hours. Also available for part-time students during regular classes — how to operate serger as used in Ontario apparel plants
Students to supply own garment fabric.
NOTE. Special timetable is available

Starts avary Mondey

Blind Stitch Machina SEW 543X

Monday to Friday
0800-1500 hrs.
Kensington Campus
30 hours
Fee: $40.00
Equipment Fee: $5.00

Course Content: Special module as for SEW 542X — how to use blind stitch machine as used in Ontario apparel plants.
Students to supply own garment fabric.
NOTE Special timetable is available

Starts avery Monday

Button-Hole and Button Sewer Machine SEW 544X

Monday to Friday
0800-1500 hrs.
Kansington Campus
30 hours
Faa: $40.00
Equipmant Faa: $5.00

Course Content: How to use buttonhole and button sewer as used in Ontario apparel plants
NOTE Special timetable is available.

Starts avery Monday

Window and Ratail Displey DISP 900

Monday & Wednasday
1800-2100 hrs.
Kensington Campus
60 hours
Fee: $75.00

Prerequisite: Practical motivation.
Course Content: Purpose, concepts and uses of window display; basic tools, materials and graphics as used in fashion and menswear, practical merchandise trims, use of mannequins; display themes

Start dete:
January 19, 1981

Furniture and Furnishings

Furniture Finishing FURN 103X

Monday and Wednesday
1900-2200 hrs.
Kansington Campus
60 hours
Fee: $75.00
Equipmant Fae: $5.00

Course Content: Surface preparation and basic colour treatments including staining and glazing; hand and spray application of varnish, shellac, and lacquer
Students supply own materials.

Start datas:
January 19, 1981
April 20, 1981

Furniture Upholstary I FURN 104X

Monday and Wednasday
1800-2100 hrs.
Kensington Campus
60 hours
Fae: $75.00
Equipment Fee: $5.00

Course Content: Stuffing and covering, measuring, cutting, fitting and stapling
Students supply own materials.

Start datas:
January 19, 1981
April 20, 1981

Interior Design FURN 207X

Monday and Wednasdey, 1800-2100 hrs.
Kensington Campus
60 hours
Fee: $95.00

The physical relation of people to interior environment — plans, scales, and colours. Students supply own instruments, brushes and paints.

Start datas:
January 19,1981
April 20, 1981

Watchmaking/Jewellery

Jewallary (Refresher — Introduction JWL 160D

Wednesday, 1800-2100 hrs.
Casa Loma Campus
30 hours
Fea: $40.00
Equipment Fee: $5.00

Prerequisite: JWL 160A.
Course Content: Review of JWL 160A with additional bench time making, finishing, soldering, polishing jewellery.
Students supply own materials.

Start date:
March 18, 1981

Jewallary — Beginners (Casting — Refreshar) JWL 160E

Tuesday, 1800-2100 hrs.
Casa Loma Campus
30 hours
Fea: $40.00
Equipment Fee: $5.00

Prerequisite. JWL 160B.
Course Content: Review of JWL 160B with additional casting room time and projects. Students to supply own materials.

Stert date:
March 17, 1981.

Jewellery (Refresher — Intarmadiate) JWL 160F

Wednesday, 1800-2100 hrs.
Casa Loma Campus
30 hours
Fee: $40.00
Equipmant Faa: $5.00

Prerequisite: JWL 160C.
Course Content. Review of JWL 160C with additional bench time on cutting, filing, soldering and basic jewellery techniques.
Students to supply own materials.

Start date:
March 18, 1981

FASHION

Gem Setting (Refrashar) **JWL 162D**

Tuesday, 1800-2100 hrs.
Casa Loma Campus
30 hours
Fee: $40.00
Equipment Fee: $5.00

Prerequisite: JWL 162X.
Course Content: Additional bench work in setting gems and review of techniques.
Students supply own materials.

Start date:
March 17, 1981

Jewellary Making (Refrashar) (Silversmithing) **JWL 164D**

Tuesday, 1800-2100 hrs.
Casa Loma Campus
30 hours
Fee: $40.00
Equipment Fee: $5.00

Prerequisite: JWL 164X.
Course Content: Review of techniques with additional projects in raising and planishing. Items other than jewellery.

Start date:
March 17, 1981

Jewellary Making (Refresher) (Enamalling) **ENA 170D**

Monday, 1800-2100 hrs.
Casa Loma Campus
30 hours
Fee: $60.00
Equipment Fee: $5.00

Prerequisite: ENA 170X
Course Content: Review of enamelling techniques; additional kiln use and projects.
Students supply own materials.
Note: 12 students per class. (Additional classes will be formed as numbers warrant).

Start date:
March 16, 1981

Jewellery — Advanced (Refresher) **JWL 260C**

Tuesday, 1800-2100 hrs.
Cese Lome Campus
30 hours
Fee: $40.00
Equipment Fee: $5.00

Prerequisite: JWL 260A.
Course Content: Review of jewellery making techniques including additional bench time and projects.
Students supply own materials.

Start date:
March 17, 1981

Jewellary Making (Lapidery Refreshar) **JWL 904**

Wednesday, 1800-2100 hrs.
Casa Lome Campus
30 hours
Fee: $40.00
Equipment Fee: $5.00

Prerequisite: JWL 903.
Course Content: Review of lapidary techniques. Introduction to facetting, cutting more valuable materials. Students supply own materials.

Start date:
March 18, 1981

Jewellery Design (Refreshar) **DES 169D**

Tuesday, 1800-2100 hrs.
Cese Lome Campus
30 hours
Fee: $40.00
Equipment Fee: $5.00

Prerequisite: DES 169X.
Course Content: Review of good design principles; sketching, drawing and further study of well designed jewellery.

Start date:
March 17, 1981

Ceramics

Basic Ceramics **CER 900**

Saturday, 0900-1200 hrs.
Cesa Loma Campus
30 hours
Fee: $40.00
Materials: $18.00

Course Content: Introduction to construction, hand building and wheel techniques, painting and glazing process

Start dates:
January 24, 1981
April 11, 1981

Ceramics 1 **CER 101X**

Monday and Wednesday
1800-2100 hrs.
Case Lome Campus
60 hours
Fee: $75.00
Meteriels: $25.00

Course Content: Introduction, concentrating on hand building and wheel techniques, surface enrichment, brush painting and glazing techniques.

Start date:
April 6, 1981

Ceramics 2 **CER 151X**

Monday and Wednesday
1800-2100 hrs.
Case Lome Campus
60 hours
Fee: $75.00
Materials: $25.00

Course Content: Review of basic techniques in CER 101X, introducing more advanced and difficult techniques in manufacturing, shaping and decorating ceramics.

Start dates:
January 19, 1981

Ceramics 3 **CER 201X**

Tuesday and Thursday
1800-2100 hrs.
Case Lome Campus
60 hours
Fee: $75.00
Materials: $25.00

Course Content: Advanced work in ceramic techniques — hand building forms, wheel techniques — emphasis on function and decorative qualities in ceramics.

Start date:
April 7, 1981

Ceramics 4 **CER 251X**

Tuesday and Thursday
1800-2100 hrs.
Case Lome Campus
60 hours
Fee: $75.00
Materials: $25.00

Prerequisite: CER 201X. Proof of study required for advanced class. This class will accommodate intermediate students (CER 101X and CER 151X).
Course Content: Advanced ceramic techniques, emphasis on individual teaching, subjects covered by class and individual projects. Functional ceramics, decorative forms, architectural forms — decorative and creative use of materials in clay and glaze.

Start dates:
January 20, 1981

FASHION

Ceramics (Beginnars) **CER 902**

Monday to Friday
0900-1200 hrs.
and 1300-1600 hrs.
Casa Loma Campus
90 hours
Fee: $110.00
Materials: $40.00

Intensive program in ceramics for beginners and intermediate students.
Course Content: Hand building, wheel technique, decorating and glazing techniques experienced through course projects.

Start dates:
Juna 1 and 29, 1981

Restoration of Ceramics **CER 905**

Thursday, 1800-2100 hrs.
Collega Campus
30 hours
Fee: $40.00
Materials: $35.00

Course Content: Introduction to materials and techniques, bonding materials, fillers, reduction and repainting, reconstruction of missing areas, reglazing, removing old restoraton. The course will involve practical work on student's own projects.
Students to supply their own ceramic objects for repair.

Start date:
January 22, 1981
April 23, 1981

Hand-Built Pottery and Sculpting **CER 800**

Friday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $35.00
Matarials: $18.00

Course Content: An introduction to ceramic sculpture by developing hand building techniques into an individual expression of form. Students will decorate and glaze the pieces to produce finished sculptures.

Start date:
January 23, 1981

Hairdressing and Grooming

Ladies' Heirdressing **HAIR 900**

Monday and Wednesday
1800-2100 hrs.
Kansington Campus
60 hours
Fee: $115.00

Prequisite: Ontario Certificate of Qualification and currently employed
Course Content: Review of basic techniques; advanced methods of scissor cutting, blow waving, ironing, back-combing and back-brushing techniques; handling long hair, hair pieces and current fashion trends.

Start dete:
January 19, 1981

Hairdressing for Barbers **HAIR 901**

Tuesday and Thursday
1930-2230 hrs.
Kansington Campus
60 hours
Fee: $75.00
Materials: $35.00

Prerequisite: Ontario certificate of qualification in Barbering
Course Content: Basic ladies hairdressing, dry and wet setting, combouts, finger waving, pincurls, skip wave, permanent waving and tinting.

Start date:
January 20, 1981

Barbering for Hairdressers **BARB 902**

Monday and Wednesday
1930-2230 hrs.
Kansington Campus
60 hours
Fea: $75.00
Materials: $5.00

Prerequisite: Ontario Certificate of qualification in hairdressing.
Course Content: Practical men's haircutting with the emphasis on short hair and tapers, shaving, strapping, honing, facials, hairpieces and blow drying.

Start date:
January 19, 1981

Manicuring **MANI 900**

Monday and Wednesday
1800-2100 hrs.
Kansington Campus
18 hours
Fee: $26.00

Course Content: Physiology and care of fingernails; preparation and grooming including polish and remover.
Students supply own material.

Start dates:
January 21, 1981
March 4, 1981
April 15, 1981

Crafts

Crochet **CFT 803**

Tuesday, 1800-2200 hrs.
Collega Campus
20 hours
Fea: $30.00

Course Content: A course that will accommodate both the beginner and the advanced student. Beginners will "learn-by-doing" plus pattern reading. Advanced students will study open work, lace, texture and shawl stitches, motifs, tunisian edges and trimming, broomstick and hairpin techniques. Special attention will be given to those that crochet left-handed

Start date:
January 20, 1981

Knitting by Machine **CFT 804**

Thursday, 1800-2100 hrs.
Collega Campus
20 hours
Fee: $30.00

Course Content: A course that will accommodate both the beginners and the advanced student. Beginners will learn "by-doing" using standard patterns. Advanced students will study aron, jacguard, layette and other fancy stitches, and how to program designs on the knitting machine.

Start dates:
January 22, 1981
April 23, 1981

Pressed Flower Picturas **CFT 805**

Wednesday, 1900-2200 hrs.
Collega Campus
12 hours
Fee: $25.00

Course Content: An introduction to a simple and satisfying craft. The decorative and functional uses of pressed flower arrangements including methods of pressing, background materials and composition. Students will complete at least one project and be given guidance in natural materials to be collected in the spring, summer and fall seasons.

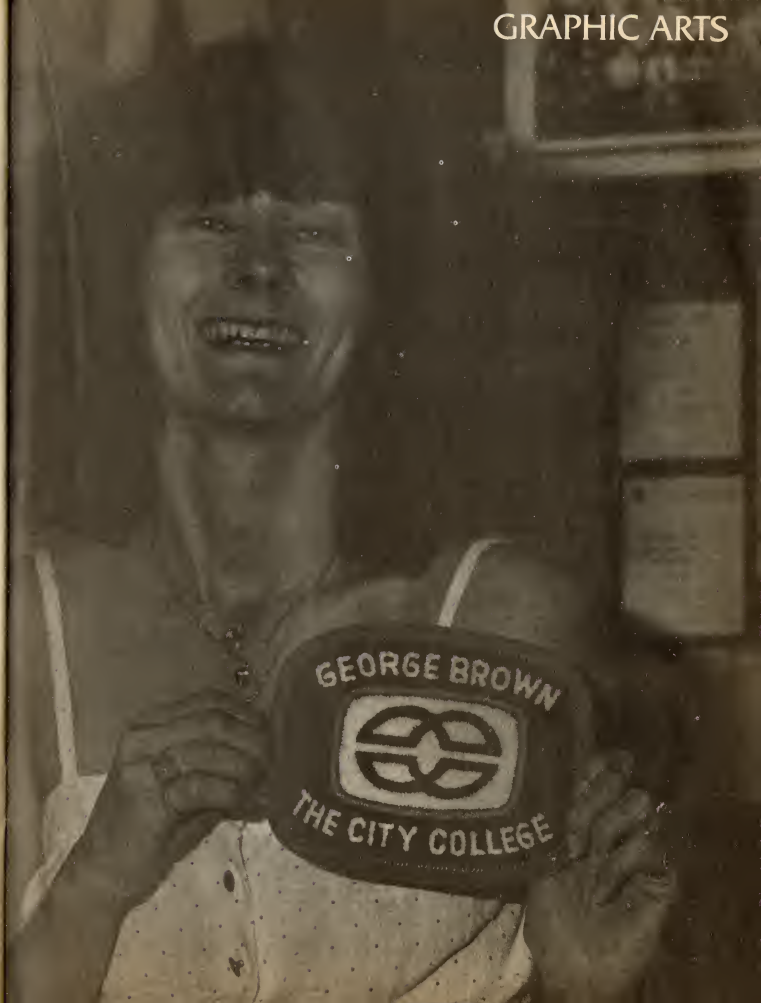
Start date:
April 15, 1981

China Peinting (Porcalain Art) **ART 811**

Tuesday, 1900-2200 hrs.
Collega Campus
30 hours
Fee: $40.00
Materials: $35.00

Course Content: Preliminary techniques of china painting including design, mixing paints, basic brush strokes, colour combinations, wipe-out techniques. This is your opportunity to create an heirloom by painting beautiful designed on your favourite china, vases, etc.

Start date:
Janvery 20, 1981


GEORGE BROWN
THE CITY COLLEGE

GRAPHIC ARTS

Graphic Arts

Graphic Design and General Art

Still Life Drawing and Painting **DRAW 100X**

Monday, 1800-2200 hrs.
St. Jamas Campus
50 hours
Fee: $75.00

Prerequisite: Interest in art.
Course Content: A workshop in the use of two independent media (drawing and painting) and their effects on each other. The course starts with drawing and ends with painting. The drawing part involves instruction with finding ideas and carries through the process of completed drawings. The painting section involves choosing a drawing to be painted and instruction in the use of paints, colour and the preparing of canvas on stretchers.

Start date:
January 5, 1981

Life Drawing **LIFE 100X**

Tuesday, 1830-2200 hrs.
St. Jamas Campus
50 hours
Fee: $75.00

Prerequisite: Interest in art.
Course Content: Drawing from the life model is used as a means to develop an understanding of form, shape and line as well as organization of the two-dimensional surface for beginners and advanced students.

Start date:
January 6, 1981

Illustration **ILLS 201X**

Tuesday, 1830-2200 hrs.
St. Jamas Campus
50 hours
Fee: $65.00

Prerequisite: Basic Art Training
Course Content: Concepts in books, magazines, T.V. graphics, murals, etc.: applied art and personal picture making. The course will be taught at two levels if the instructor feels this is necessary.

Start date:
January 6, 1981

Markar Rendering **MRK 900**

Monday, 1830-2200 hrs.
St. Jamas Campus
50 hours
Fee: $65.00

Course Content: This is an extremely important skill to any professional artist working in the Advertising Arts field. The course is designed to strengthen the students ability to render comprehensive visuals for advertising layouts. Students will be instructed in the most efficient use of felt tip markers so their ideas can be convincingly expressed on paper with speed and crispness.

Start date:
January 5, 1981

Airbrush Techniques **AIRB 901**

Tuesday, 1830-2200 hrs.
St. Jamas Campus
50 hours
Fee: $65.00

Course Content: For both beginners and advanced students. Students will learn the fundamental working procedures as well as advanced airbrush techniques as used in todays illustrations. The student will also learn through many examples and demonstrations from the setting up of equipment and actual operation of the airbrush. The many specialized applications in rendering and retouching will be taught. Projects will include: Technical Illustration, Product Rendering, Advertising Illustration.

Start date:
January 6, 1981

Photo Retouching **RETO 902**

Wadnasday, 1830-2200 hrs.
St. Jamas Campus
50 hours
Fee: $65.00

Course Content: Any artist involved in advertising art should develop the important skills in photo retouching. In this course the student will work with photo dyes in both black and white and colour. Through demonstration and personal involvement students will learn airbrushing, highlighting, blending and other various retouching methods.

Start date:
January 7, 1981

Calligraphy (Hand Lettering) **CALL 800**

Tuesday, 1830-2200 hrs.
St. Jamas Campus
50 hours
Fee: $65.00

Course Content: For both beginners and persons with basic lettering experience. A thorough exposure is given, beginning with history, current usage and family. Calligraphy is a powerful medium in the design of advertising and is attention arresting in the field of visual communication. The student will study the various uses of folders, brochures, posters, advertisements including special effects.

Start date:
January 6, 1981

T.V. Graphics **TVGR 205X**

Wadnasday, 1830-2200 hrs.
St. Jamas Campus
50 hours
Fee: $65.00

Course Content: Designing in T.V. form, choosing lettering in relation to background composition. The use of 35mm slides, basic techniques in animation, such as 3D, cartoons, cells and cut-outs. Conventional and computer form from storyboards. Creative thinking and preparing actual artwork.

Start date:
January 7, 1981

Advartising Dasign Basic **ADES 900**

Wadnasday, 1830-2200 hrs.
St. Jamas Campus
50 hours
Fee: $65.00
Materials: $20.00

Prerequisite: Interest in art.
Course Content: The course is designed to give the theories of commercial art/graphic design, along with some practical work in thumbnails, rough layouts, comprehensive layouts, mechanical drawings, paste-ups and colour separation by amberlith overlays.

Start date:
January 7, 1981

Advartising Dasign Advanced **ADES 902**

Tuesday, 1830-2200 hrs.
St. Jamas Campus
50 hours
Fee: $65.00
Materials: $20.00

Prerequisite: Advertising Design GD 900 or equivalent qualifications or experience in a related field.
Course Content: This course will cover past history and present trends of commercial art/graphic design.
The students will design and prepare camera ready art for a number of projects at an advanced level, including print media advertisements, logo designs and their application to stationery, package design, promotional design, typographical design and basic photography.
For the preparation of camera ready art work the student will operate a stat camera and IBM composer.

Start date:
January 6, 1981

GRAPHIC ARTS

Watercolour Painting **WTR 807**

Wadnasday, 1830-2200 hrs.
St. Jamas Campus
50 hours
Fee: $65.00

Course Content: For the beginner and persons with some painting experience. Introduction to the watercolor media with emphasis on material selection and preparation. Students will be required to produce several sketches and demonstrate ability to work from a sketch to finished art. Later, students will produce a finished landscape, a thematic painting and a subject of their choice.

Start date:
January 7, 1981

Cartooning **CART 808**

Wadnasday, 1830-2200 hrs.
St. Jamas Campus
50 hours
Fee: $65.00

Course Content: For your own pleasure or to add to your income. This course is for the beginner as well as persons with some experience. Cartooning is effectively used in business in all forms of advertising, sales promotion and in the entertainment field. Various cartooning techniques will be taught including creation of characters, conventional signs of cartooning and how to draw caricatures.

Start date:
January 7, 1981

Basic Drawing **DRAW 809**

Wadnasday, 1830-2200 hrs.
St. Jamas Campus
50 hours
Fee: $65.00

Course Content: The ideal program for the individual who has always had a desire to learn to draw. It is an enjoyable program that will aid in developing persons with minimal drawing ability. You will use pencil, charcoal, conte crayon, white chalk, brush and ink. Subjects consist of: landscape, animal and human forms.

Start date:
January 7, 1981

Painting **PAIN 810**

Monday, 1830-2200 hrs.
St. Jamas Campus
50 hours
Fee: $65.00

Course Content: For beginners and persons with some painting experience. Students will learn the techniques of working with oils and acrylics on canvas and other materials. Students will study composition, colour, textures and painting styles.

Start date:
January 5, 1981

Woodcarving (Advancad) **WOOD 801**

Monday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $40.00

Course Content: Properties of wood, nature of woodcarving; principles of design as applied to the materials; selection of tools.
Demonstration of Techniques: Carving in round; relief, incised, pierced, decorative chip and gouge carving; construction arrangement of carved forms for decorative purposes; applied carving for functional objects; finishing techniques; inlay of metal in wood for jewellery and other objects.
Students must supply all materials for class.

Start date:
January 5, 1981

Soapstone Carving (Advancad) **SOAP 812**

Wadnasday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $45.00

Course Content: Emphasis in this course will be on design and creative originality in the execution of two and three dimensional works in soft tone (soapstone and alabaster). Special consideration will be given to the type of stone carving tools available and basic finishing techniques. Soapstone and alabaster are available for purchase by the student.

Start date:
January 7, 1981

Interior Design and Dacoration **INTR 801**

Tuesday, 1830-2200 hrs.
St. Jamas Campus
50 hours
Fee: $65.00

Course Content: A practical course for persons interested in interior design and decoration of their homes and apartments. Topics covered are floor plans, colour schemes, furniture layout in rooms and leisure areas, lighting, kitchen design and fabrics. Selection of: furniture, drapes, carpets and other accessories for all rooms. There will be field trips plus basic exercises and projects. Exterior design will be covered for patios, sun porches and decks etc.

Start date:
January 6, 1981

Screen Printing

Scraan Printing Silk-Scraen (Basic) **SP 901**

Wadnasday, 1830-2200 hrs.
St. Jamas Campus
50 hours
Fee: $65.00
Matarials: $25.00

Course Content: This course is designed as an introduction, to enable the student to complete a number of projects, such as greeting cards, T-shirts, place mats or posters. Stencil cutting, colour mixing, screen making and hand-printing.
Note: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.

Start date:
January 7, 1981

Scraan Printing Silk-Scraan (Advancad) **SP 903**

Monday, 1830-2200 hrs.
St. Jamas Campus
50 hours
Fee: $65.00
Matarials: $25.00

Prerequisite: Successful completion of SP 901 (Basic) or equivalent industrial experience.
Course Content: Operation of process camera, line and half-tone film-making, film imposition, preparation of indirect and direct photo stencils.
A course designed to enable the student to complete a limited number of advanced projects, such as: fine art prints, wood or plastic decoration, posters or T shirts.
Note: Students must provide printing surfaces other than paper. Instructor reserves the right to limit material usage.

Start date:
January 5, 1981

Signwriting and Show Card Writing

Signwriting **SIGN 900**

Tuesday, 1830-2200 hrs.
St. Jamas Campus
50 hours
Fee: $65.00
Matarials: $25.00

Course Content: Fundamentals of general signwriting, masonite, plywood, metal and glass and introduction to Screen Printing.
Brush lettering, type faces, colour and layout theory and practice, materials, basic screen printing.

Start date:
January 6, 1981

Show Card Writing **SIGN 901**

Tuesday, 1830-2200 hrs.
St. Jamas Campus
50 hours
Fee: $65.00
Matarials: $25.00

Course Content: This course is designed as an introduction to show card writing, pen lettering and the production of banners, and posters, etc. Students who have previous experience will be encouraged to do advanced work.
Pen and brush lettering, type faces, colour and layout theory and practice, material.

Start date:
January 6, 1981

GRAPHIC ARTS

Visual Communications and Photography

Basic Audio-Production Techniques ADIO 923

Monday and Wednesday
1800-2100 hrs.
St. James Campus
60 hours
Fee: $105.00

Course Content: Students will obtain a good understanding of recording techniques, acoustics, microphones and the preparation of slide-sound programs.
Extensive practical work is undertaken through the course.

Start data:
April 6, 1981

Basic Cinematography CINE 922

Tuesday and Thursday,
1800-2100 hrs.
St. James Campus
60 hours
Fee: $105.00

Course Content: The student is introduced to 16mm motion picture production techniques involving basic scripting, production planning, shooting and camera positions, lighting, sound recording and mixing, editing and graphics.
Course offers a practical approach to film projects and assignments. A basic photographic or super 8 knowledge will aid the student in understanding this format.
Enrollment is limited.

Start data:
March 31, 1981

Cinamatography CINE 925

Tuesday and Thursday,
1800-2100 hrs.
St. James Campus
60 hours
Fee: $155.00

Prerequisite: Basic Cinematography AV 922.
Course Content: Cinematography AV 925 is an intensive course, designed to further the experience of students who have already taken some previous course, such as Basic Cinematography AV 922. The student taking AV 925 will consider in greater depth the many practical aspects of motion picture technology which are involved in producing a film. Several short films will be made during the course.

Start date:
April 7, 1981

Audio Production Techniqus ADIO 928

Monday and Wednasday,
1800-2030 hrs.
St. James Campus
90 hours
Fee: $230.00

Prerequisite: Basic Audio Techniques AV 923 or similar course and/or experience.
Course Content: This course is designed to extend the working knowledge of those who have already completed AV 923, or have gained suitable industrial experience.
The course will be run as a workshop, with student's performance assessed upon practical assignments. Work undertaken during the course will concentrate on three major areas: sound recording and mixing; film sound recording; slide-sound productions.

Start dete:
January 5, 1981

Introduction to Photogrephy Dasign PHOT 904

Tuesday or Wednesday
1830-2130 hrs.
Case Loma Campus
30 hours
Fee: $50.00
Meterials: $20.00

The course offers a practical approach to the subject, and involves the student in camera work, developing, printing, dry-mounting and other techniques.
Illustrated talks cover — cameras lenses, f stops and shutters, basic lighting techniques, filters and darkroom layout, etc.
Owing to student demand, this course is run several times each year, but early registration is recommended.

Start detes:
January 6, 1981
Jenuery 7, 1981
Merch 31, 1981
April 1, 1981

Basic Photo-Tachnology PHOT 920

Monday & Thursday
1800-2100 hrs.
Casa Loma Campus
60 hours
Faa: $105.00

Course Content: The course introduces students to numerous techniques that are used by the advanced worker, such as the use of camera movements for sharpness and perspective control; b/w prints from colour slides or negatives; use of formulas in copying.
Twelve illustrated talks provide an in-depth coverage of the subject.

Start date:
April 6, 1981

Printing Technology

Printing Technology covers all aspects of pre-press preparatory work, press operation and post-press binding and finishing. George Brown College has the best equipped facilities in Ontario and offers training in the latest techniques by hands-on participatory courses.

Successful completion of three courses at successive levels in the same subject will merit a special subject certificate (e.g. completion of GR 105X, GR 205X, and GR 305X for a Certificate in Process Camera, or GR 115X, GR 116X and GR 216X for a Certificate in Single Colour Offset Press). Credits may be accumulated towards a diploma for the related technician program where appropriate.

Introduction to Typography (Production) COMP 106X

Monday, 1800-2100 hrs.
St. James Campus
30 hours
Faa: $45.00
Materials: $15.00

Prerequisite: Successful completion of GR 100A or permission of the instructor. Logically follows course GR 100A, but interested students may enroll without attending GR 100A, providing that they recognize that their comprehension of GR 100B may be limited without the information contained in GR 100A. The course is intended for persons employed in copy preparation, design studios, information offices, editorial work and in fields where a knowledge of the production of printed material would be desirable.
Course Content: The student will acquire information to help make decisions regarding typesetting, printing and paper, and to assist in the choice of systems, processes and methods. Instructors in the different production areas will demonstrate photocomposition, copy preparation, process camera, layout and platemaking, letterpress, flexography, rotogravure and offset lithographic machine printing, and finishing and binding operations.
The day may vary from week to week according to the availability of individual instructors. A mark is not issued for this course, however, college records will be kept on a student's completion or non-completion of the course based on an attendance of not less than 60% of the allotted class time.

Start date:
Novamber 24, 1980

Introduction to Typogrephy COMP 330X

Saturday, 0800-1200 hrs.
St. James Campus
60 hours
Fee: $75.00
Materials: $25.00

Prerequisite. Preference will be given to persons employed in Graphic Arts industries.
Course Content: Definition of typography, origins of letterforms, anatomy of type, setting type, type measurement and spacing, type families. Basic design principles, shape and space, copyfitting and mark-up. Colour as related to printing, the translation of basic layouts into printed material.

Start date:
January 3, 1981

GRAPHIC ARTS

Phototypasatting Keyboard Operation and Concepts COMP 200X

Tuesday and Wednasday, 1800-2200 hrs.
60 hours
St. James Campus
Faa: $75.00
Materials: $45.00

Prerequisites: Typing to a level of 25 wpm minimum (to obtain employment 50 wpm is required); knowledge of basic typesetting concepts or permission of the instructor.
Course Content: This course is an individual learning program in which students may progress at their own speeds. The course covers most machine instructions and ranges in difficulty from straight text setting to complex tabular. Some storing and formatting is given.

Start data:
January 6, 1981

Paper and Film Assembly (Paste-up) COMP 110X

Tuesday and Wednesday, 1800-2200 hrs.
60 hours
St. James Campus
Fee: $75.00
Materials: $45.00

Prerequisite: One year of typesetting experience, or permission of the instructor.
Course Content: The laying out of boards and Mylar for the assembly of typeset material, both paper and film positives. The course covers a wide variety of projects ranging from simple one colour postcards, using various methods to produce ruled lines, to advanced camera ready artwork, using Amberith overlays for multi-colour work.
The student will produce paper and film positives for the assignments using various darkroom techniques — negative stats being produced on a process camera. He/she will be taught the use of the Strip Printer and Compugraphic 7200 Headliner machines (Phototypesetters).

Start datas:
January 6, 1981
February 24, 1981

Phototypasatting Mark-Up (Advancad Keyboard) COMP 326X

Tuesday and Wednasday, 1800-2100 hrs.
St. James Campus
45 hours
Fee: $60.00
Materials: $30.00

Prerequisite: Completion of GR 202X, or one year's experience operating a keyboard input to a phototypesetting device. Admission may be also granted at the instructor's discretion.
Course Content: Typeface identification, factors underlying typeface choice, appropriate size selection, analysis of samples of typeset material, typographic style considerations. The student will plan and mark-up a series of progressively more complex pieces of raw copy and typeset the same using the College's phototypesetter.

Start date:
February 24, 1981

Photomachanical Raproduction CAM 100X

Wednesday and Thursday 1800-2200 hrs.
St. James Campus
60 hours
Fee: $75.00
Materials: $45.00

Prerequisite: Preference will be given to candidates employed in the graphic arts industry.
Course Content: A basic course for black and white camera covering the operation of process cameras, calibration of process cameras and darkroom equipment for line, fine-line and half-tone negatives; application of coloured filters and the use of panchromatic film, making photographic contacts and duplicates; theory of photographic lenses, light sources, film emulsions and processing solutions.

Start dates:
January 21, 1981
March 25, 1981

Photomachanical Raproduction CAM 200X

Monday and Tuesday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $75.00
Materials: $45.00

Prerequisite: Completion of GR 105X or equivalent industrial experience.
Course Content: Advanced course in half-tone photography and machine processing. Includes operation, maintenance and control of film processors, use of reflection and transmission densitometers; calibration of various types of contact screens to camera and processing conditions, making duo-tones and other techniques; introduction to colour separation procedures

Start data:
January 19, 1981

Photomachanical Raproduction CAM 300X

Monday and Tuesday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $75.00
Materials: $45.00

Prerequisite: Completion of GR 205X or equivalent experience.
Course Content: Designed for students with line and half-tone experience. Covers direct and indirect colour separation procedures by various methods; colour correction by photographic masking; basic colour theory; making screened positives and contrast control using CC filters. Also includes the operation and control of film processors, densitometers, enlargers and related equipment.

Start data:
March 23, 1981

GRAPHIC ARTS

Photomachanical Raproduction — Scannar CAM 330X

Saturday, 0900-1600 hrs.
St. James Campus
60 hours
Faa: $75.00
Materials: $45.00

Prerequisites: Completion of GR 305X or equivalent trade knowledge.
Course Content: Principles of scanning, E & D curve and other sensitometric applications; gradation and colour computer, screening, proofing, future trends.

Start data:
February 7, 1981

Film Imposition/Printing Surface Praparation PSP 100X

Monday and Tuesday 1800-2200 hrs.
St. James Campus
60 hours
Faa: $75.00
Materials: $45.00

Prerequisite: Preference will be given to candidates employed in the graphic arts industry.
Course Content: A basic course for black and white and line colour stripping. The course introduces job planning and layout of flats containing line and half-tone negatives. Imposition is included with the preparation of folded dummies and layout sheets for various types of bookwork. Darkroom techniques for making photographic contact film and the exposing and development of presensitized offset plates are an important part of this course.

Start datas:
January 19, 1981
March 23, 1981

Film Imposition/Printing Surface Praparation PSP 200X

Wednasday and Thursday 1800-2200 hrs.
St. James Campus
60 hours
Faa: $75.00
Materials: $45.00

Prerequisite: Completion of GR 110 X or equivalent experience.
Course Content: Advanced techniques in black and white, line colour and four colour process stripping; contact work and making spreads and chokes, step and repeat methods and an introduction to the programming and operation of a photocomposing machine. An introduction to various types of prepress colour proofing is shown.

Start data:
January 21, 1981

Film Imposition/Printing Surface Praparation PSP 300X

Wednasday and Thursday 1800-2200 hrs.
60 hours
St. James Campus
Fee: $75.00
Materials: $45.00

Prerequisite: Completion of GR 210 X or equivalent experience.
Course Content: The emphasis at this level is on four colour process stripping procedures including the preparation of flats containing chokes and spreads, fake colour and colour separation. Colour charts are prepared by the student incorporating the various screen angles and tints. Further experience will be gained in manual step and repeat methods and machine photo composing.

Start data:
March 25, 1981

Machina Printing Rotogravura ROTO 200X

Monday, 1800-2200 hrs.
St. James Campus
60 hours
Faa: $75.00
Materials: $45.00

Prerequisite: Preference will be given to candidates with pressroom experience.
Course Content: A basic course in the fundamentals of rotogravure printing covering: safety, housekeeping, lubrication, roll feed and web tension, the printing units, services on press of air, water, gas and electrical controls, oven drying, roll rewind, circulating pump for inking system, rotogravure inks and their compatible solvents, ink viscosity measurements, doctor blade finishing, position register, substrates, running problems and corrections.

Start data:
January 12, 1981

Machina Printing — Offsat LITH 100X

Tuesday, 1800-2200 hrs.
St. James Campus
60 hours
Faa: $75.00
Materials: $45.00

Course Content: A basic course in the fundamentals of offset lithography (using 10"x15" presses) covering feeding, register, dampening systems, ink control and running of one colour and two colour projects. This course leads to GR 115A.

Start data:
January 13, 1981

Machina Printing — Offsat LITH 105X

Wednasday, 1800-2200 hrs.
St. James Campus
60 hours
Faa: $75.00
Materials: $45.00

Prerequisite: Successful completion of GR 115X or permission of instructor.
Course Content: An advanced course in offset lithography (using multilith presses) covering feeding, dampening systems, colour control, and introduces the operations of the T51 two colour unit for multi-colour projects. This course leads to GR116X

Start data:
January 14, 1981

Machina Printing — Offsat LITH 110X

Tuesday, 1800-2200 hrs.
St. James Campus
60 hours
Faa: $75.00
Materials: $45.00

Prerequisite: Successful completion of GR 115A or permission of instructor.
Course Content: Offset lithography on single colour, Heidelberg, Harris, Solna and Miehle presses. Good housekeeping and safety, lubrication, measuring instruments and devices for pressmen. Cylinder arrangements, dampening systems both alcohol and conventional, inking and register systems. Plates, paper and ink as related to the pressman. The operation of a single colour press running one and two colour projects. This course leads to GR 216X or GR 221X

Start data:
January 13, 1981

Machina Printing — Offsat LITH 210X

Thursday, 1800-2200 hrs.
St. James Campus
60 hours
Fee: $75.00
Materials: $45.00

Prerequisite: Successful completion of GR 116X or permission of instructor.
Course Content: An intermediate course in offset lithography on single colour Heidelberg, Harris, Miehle and Solna presses. This course will include one colour and multi-colour projects. Also, introduction of colour control using the densitometer. This course leads to GR 217X.

Start data:
January 15, 1981

GRAPHIC ARTS

Mechina Printing — Offset **LITH 220X**

Tuesdey, 1800-2200 hrs.
St. Jamas Campus
60 hours
Fea: $75.00
Materials: $45.00

Prerequisite: Successful completion of GR 216X or permission of instructor
Course Content: An advanced course in offset lithography on two-colour 29" Harris and 38" Miehle presses covering: fundamentals of two-colour offset lithography, feeding, register systems, inking systems, dampening systems, and cylinder arrangements. Also press familiarization, theory and practical application of two-colour offset printing, and a four-colour process project.

Start date:
January 13, 1981

Machine Printing Wab Offsat **LITH 230X**

Monday or Wednasday
1800-2200 hrs.
St. Jemas Campus
60 hours
Fea: $125.00
Materials: $75.00

Prerequisite: Successful completion of GR 116X and permission of instructor
Course Content. A basic course in the fundamentals of web offset printing, this course will cover the onentation and operation of the Solna Commercial III web offset press (36" x. 22-3/4" cutoff) which will include the following: plate bending, plate packing, pre-makeready, web-up procedure, damp-up and ink-up procedure, safety and good housekeeping, roll stand tension control, shafting and installing new rolls, folder familianization, makeready press for one colour two-sided job and tabiord folded segment, and so forth.

Start dates:
January 12, 1981
January 14, 1981

Machine Printing Web Offset **LITH 330X**

Tuasday, 1800-2200 hrs.
St. James Campus
60 hours
Fea: $125.00
Meterials: $75.00

Prerequisite: Successful completion of GR 221X and permission of instructor
Course Content: An intermediate course in web offset printing using the Solna Commercial III web offset press (36" x 22-3/4" cutoff). This course will cover a review of GR 221X and will include the makeready and running of more complex projects such as follows: makeready the press and run one colour two-sided 1/4 fold job, changeover to two web operation tabloid fold (blank stock), makeready and run double parallel job and one colour on two sides (one web), and makeready and run double parallel job two colours on two sides (one web)

Start date:
January 13, 1981

Binding and Finishing **BIND 125A-B**
BIND 225A-B
BIND 325A-B

St. James Campus
60 hours
Fea: $75.00
Man — Monday or Tuasday or Thursday as raquirad
1800-2200 hrs.
Women — Wednasday, 1800-2200 hrs.

Prerequisite: Elementary mathematics
Course Content. Use of a selection of the following equipment with the aim of giving the student a thorough understanding of it
Programmable Guillotines (Polar 45-1/2" and Seybold 42")
Baum Folder — Pile Feed (17-1/2" x 22-1/2" and 20" x 26")
Baum Folder — Continuous Feed (26" x 40")
Stahl Folder — Buckle/Knife — Pile Feed (20-1/2" x 31-1/2")
Mueller Stitcher/Trimmer
Christensen Gang Stitcher
Bostitch 19E Stitcher
Brehmer Stitcher
Mueller Gathering Machine — Type 201
Mueller Pony 5 Roto-Binder
Smyth No. 12 Book Sewers
Singer Sewer — Side Sewing
Smyth Book Rounding & Backing Machine
Smyth No. 24 Casing-In Machine
Kabar Di-Electric Heat Sealing Machine
Foil Stamping Machine
Nygren-Dahly Rotary Perforator
Challenge Paper Drills
Cohasset Tipper
Cerlox — Table Top Combo
Book Back Stripper — Table Top
Schaefer Gluer — Table Top
Casemaking Gauge
Hickock Standing Press
Hand Sewing Frames
Because each major machine requires nearly 60 hours of instruction, the course certificates are subdivided into the following categories. Minor skills and machines are taught as supplements in each category.
BIND 125A BIND 225A
BIND 325A BIND 125B
BIND 225B BIND 325B
Courses start on September 3 (women) and September 3 (men), 1980. Also January 14 (women) and January 15 (men), 1981

Note:
All inquiries and coursa registrations for Bindery are to ba handlad by the Bindary Departmant. Phone 967-1212 Ext. 737/522.

HEALTH SCIENCES

HEALTH SCIENCES

Dental

Roundhouse **DENT 906**

Tuesday and Thursday,
1830-2130 hrs.
Casa Loma Campus
60 hours
Fee: $75.00
Materials: $20.00

This course is designed specifically for those interested in attempting the Provincial Registration Examinations. Instruction will be provided and projects assigned in the areas of complete and partial denture construction, crown and bridge work and wrought clasp fabrication. Some lectures will be given about the various materials used and their behaviour during mixing, manipulation and setting. Candidates will be asked to provide proof of acceptability for this particular study session.

Start date:
March 10, 1981

X-Ray Techniques **DENT 907**

Tuesday and Thursday,
1830-2130 hrs.
Casa Loma Campus
30 hours
Fee: $65.00
Material: $25.00

This course consists of a series of lectures on the physics and application of radiography in dentistry. Students will then have an opportunity to apply these principles through seminar demonstrations and clinical experience. Two basic techniques, bisecting angle and parallel cone, will be explained.

Start dates:
November 4, 1980
January 27, 1981

Nursing

Patient with End Stage
Renal Disease (Care) **NURS 900**

Thursday, 1800-2100 hrs.
Nightingale Campus
54 hours
Fee: $70.00
Laboratory Fee: $6.00

The aim of this course is to assist nurses to broaden their knowledge as it relates to the care of the patient with end stage renal disease. This is achieved by an indepth study of the anatomy and physiology of the renal system and its relationship to other systems, the pathophysiology of renal diseases, the common tests and investigations involved, the current therapeutic modalities, common diets, drugs used. Selection criteria used for determining the method of treatment for an individual is considered together with the medical-moral dilemmas encountered by the health team. Health teaching is stressed as a vital component of the care. Using the nursing process, the foregoing serves as a basis for analyzing nursing situations.

Start date:
March 5, 1981

Cardiopulmonery
Resuscitation **NURS 901**

Wednesday, 1730-2130 hrs.
Nightingale Campus
12 hours
Fee: $30.00
Laboratory Fee: $5.00

Basic life support CPR is a first aid procedure performed by trained lay people without direct medical supervision. It is a component of Emergency Cardiac Care (ECC). The objectives of the course are to know the concepts of basic life support measures in emergency cardiac care and to accurately perform the psychomotor skills of cardiopulmonary resuscitation of the adult and infant in pulmonary distress. The course follows the guidelines set by the Ontario Heart Foundation. A certificate is issued by the Foundation upon successful completion of the course. The course will be offered every month except December.

Start date:
Offered monthly

Respiretory
Physiology **NURS 902**

Tuesday, 1800-2030 hrs.
Nightingale Campus
10 hours
Fee: $25.00

Prerequisite: Registered nurse, allied health professionals.
Course Content: Respiratory processes are studied in depth, concluding with discussions of common abnormalities resulting from respiratory insufficiency, or respiratory control.

Start date:
Jenuery 20, 1981

Renal Physiology **NURS 903**

Tuesday, 1800-2030 hrs.
Nightingale Campus
20 hours
Fee: $35.00

Prerequisite: Basic course in anatomy and physiology.
Course Content: To obtain an in-depth understanding of the functioning of the kidneys. Starting with a review of basic anatomy and physiology of the renal system, the main portion of the classes will examine processes involved in depth. Current findings and thinking will be incorporated into the presentations. As well, there will be sessions on the application of normal physiology to pathology.

Start date:
Februery 17, 1981

High Risk **NEO 402**
Pregnency **NEO 403**

Monday to Friday
Nightingale Campus
120 hours
Fee: $145.00

Prerequisite: Current Ontario Certificate of competency with one year nursing experience within the past 3 years.
Course Content: Theory: An overview of pregnancy risk factors, the management of pregnancy and its effects on the fetus/newborn. Practice: Observation in labour and delivery and antepartum units to consolidate theory.

Start date:
March 2, 1981

Neonatal **NEO 404**
Physiology **NEO 405**

Monday to Friday
Nightingale Campus
60 hours
Fee: $70.00

Prerequisite: Current Ontario Certificate of competency with one year nursing experience within past 3 years.
Course Content: Theory: Two foci are presented: (1) theory covering the body systems and how these adjust for extra uterine existence. (2) Physical assessment of the full term newborn. Practice: care at delivery and through hospital stay with emphasis on assessment of the newborn.

Start date:
March 31, 1981

Low Birth **NEO 406**
Weight Infant **NEO 407**

Monday to Friday
Nightingale Campus
90 hours
Fee: $115.00

Prerequisite: Current Ontario Certificate of competency with one year nursing experience within past three years.
Course Content: Theory: Study of causes and sequelae of low birth weight — both premature and growth retarded. Nursing care and transport are included. Practice: Care of premature and small for date infants including gestational assessments, transport, use of monitoring equipment, assessment of nutritional and fluid needs and maternal infant bonding.

Start date:
April 13, 1981

HEALTH SCIENCES

Naonatel Problems **NEO 408 NEO 409**

Monday to Friday
Nightingale Campus
60 hours
Fee: $80.00

Prerequisite: Current Ontario Certificate of competency with one year nursing experience within the past three years.
Course Content: Theory: Study of congenital defects, cause, identification, treatment and nursing care as well as problems such as hyperbilirubinema, asphyxia, brain damage and their sequelae; emphasis on nursing management and transport. Practice: Care of infants with congenital defects including observation of diagnostic and treatment (surgery) measures and care of asphyxiated infants and experience in transport.

Start data:
May 4, 1981

Neonatel Respiratory Conditions **NEO 410 NEO 411**

Monday to Fridey
Nightingale Campus
122 hours
Faa: $145.00

Prerequisite: Current Ontario Certificate of competency with one year nursing experience within the past three years.
Course Content: Theory: Intensive study of respiratory pathophysiology and treatment. Regiments including artificial ventilation and CPAP. Theory in special procedures (I.V., blood gases) included. Practice: A consolidation experience for the entire course including care of critically ill infants requiring ventilatory assistance and continuous nursing care and observation.

Start data:
Mey 18, 1981

Manegement of Aggrassiva Hostila Behaviour **NURS 910**

Tuesdey, 1800-2000 hrs.
Nightingale Campus
10 hours
Fee: $25.00
Laboratory Faa: $5.00

Prerequisite: Registered nurse, allied health professionals
Course Content. The role of aggression in adult life and its place in psychopathology will be examined. Most of the time will be spent discussing clinical situatibns and techniques for reducing hostility and aggressive behaviour. The reactions of the health worker to patients and how these reactions can be used to sustain or relieve situations will be explored.

Start date:
January 20, 1981

A Metter of Life and Deeth — Exploretion of Medicel-Moral Dilemmas **NURS 914**

Wednasdey, 1800-2000 hrs.
Nightingale Campus
24 hours
Fee: $50.00
Leboretory Fee: $5.00

This course, will explore medical-moral dilemmas. Not only are there the extraordinary dilemmas raised by the advances in medical technology such as in vitro fertilization and genetic manipulation, but also, daily are the issues relating to the dignity and rights of children and the elderly, truth and confidentiality, and prejudice encountered by the health care workers. The course will be of special interest to people in the health care field.
Opportunity to discuss and clarify these and other issues will be provided. Starting from the experience of the students and case studies provided by the teacher, the course will examine various points of view of these issues with particular emphasis on human dignity and freedom.

Start data:
March 4, 1981

Schizophranie — An Updata in Thinking **NURS 911**

Tuesdey, 1800-2000 hrs.
Nightingela Campus
10 hours
Fee: $25.00
Laboretory Fee: $5.00

Prerequisite: Registered Nurse, Allied Health Professionals.
Course Content: This course will review the concept of schizophrenia and its validity as a disease entity will be explored. The current status of research areas will be examined. A major focus will be on the state treatment especially the role of institutional treatment, management, and chemotherapy.

Start data:
March 3, 1981

The Difficult Patiant (Bordarline Patient) **NURS 912**

Tuesday, 1800-2000 hrs.
Nightingale Campus
10 hours
Fee: $25.00
Leboretory Fee: $5.00

Prerequisite: Registered Nurse, Allied Health Professionals.
Course Content: To examine the borderline illness, the clinical concept, developmental theory and current thinking on treatment. The second major focus is to examine the clinical management of this patient in both short- and long-stay treatment programs.

Start dete:
April 14, 1981

Pharmacology for Registered Nurses **PHAR 900**

Monday 1700-2000 hrs.
Nightingale Campus
45 hours
Fee: $65.00
Leboretory Fee: $10.00

Course Content. The purpose of this course is to update Registered Nurses in Pharmacology. It includes a theoretical component, simulated clinical practice and self-directed study through library research. Theory presentation centres mainly of a discussion of major drug groups. Also included is a review of basics of pharmacology, drug calculations, the metric system, current sources of drug information.

Start dates:
September 8, 1980
March 2, 1981

Forensics

Forensics
This program is offered on a part-time basis to those employed in the fields of health social service, corrections and law enforcement.
The aim of this program is to broaden the understanding needed in working with persons and their families who are in legal difficulties and for whom there are concerns about their mental health states.
A certificate is awarded at the successful completion of the following courses.

Humen Development **HUMN 401**

Mondey and Thursday
1700-2000 hrs.
Nightingale Campus
25 hours
Fee: $40.00
Major psychological and social factors that influence human development are examined. Purpose is to provide a framework for social-psychologic assessment. Selected topics are discussed — infant bonding, psychodynamics of childhood development, moral development, adolescence, parenthood, family life, family violence, influence of socio-economic factors.

Start detas:
Janvery 19, 1980

Psychopathology end Tharepeutics **PSY 402**

Monday and Thursday
1700-2000 hrs.
Nightingale Campus
20 hours
Fee: $35.00

This course focuses on the assessment process in examining abnormal behaviour; presentation of models for categorizing and understanding behavioural data, use of selected case studies; formulation of assessment data; ethical issues are reviewed; intensification of interviewing techniques to integrate with assessment skills.

Start dates:
Novambar 3, 1980

HEALTH SCIENCES

Mantal Health **PSY 403**

Monday, 1700-2000 hrs.
Nightingala Campus
60 hours
Fee: $85.00

This course is made up of 2 sections:
A. Principles of Mental Health: A Presentation of behavioural concepts that influence the mental health of individuals positively and negatively; examination of lifestyles and environmental and work stresses; recognition of crisis provoking times and situations, principles of intervention; principles and skills of empathic communication (practice sessions).
B. Practicum: An independent project to apply newly learned knowledge and skills from the other courses in Forensics; assignment is developed with guidance of teacher; total hours comprise research, implementation and evaluation

Start detes:
Merch 16, 1981

Healing Altarnetives: Fads or Braakthroughs? **NURS 800**

Monday, 1800-2030 hrs.
Nightingale Campus
25 hours
Fee: $45.00
Meterials: $5.00

There is much concern about Canada's health care system: not only about the high costs and side effects of sophisticated technology, but also about the need to shift responsibility for health back to the individual, and to prevent illness produced by our style of life.
We hear about many alternative approaches to health care. Miracle fasts, faith healing and biofeedback are just a few. Newspapers, magazines and general conversations are cited in unusual examples of cures "that should not have happened." How does one make sense of these? Are there alternatives to the present approaches.

Stert data:
Merch 2, 1981

Nursing Thaory **PSYC 400**

Monday, 1700-2000 hrs.
Nightingela Campus
40 hours
Fee: $50.00
Laboratory Fae: $5.00

Course Content: Four major areas serve as foci: clinical psychiatric assessment; communication and counselling skills; dynamics of group work, scope of the professional role in psychatric nursing.

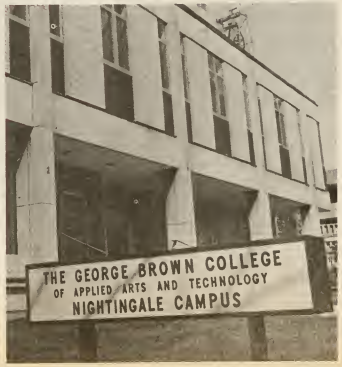
Start data:
To be announcad

Clinicel Practice **PSYC 401**

Timas individuelly arrangad
Nightingale Campus
90 hours
Fee: $45.00
Leboratory Fee: $5.00

Course Content: Experience is individualized to enable the learner to concentrate on specific needs. The application of theory will be demonstrated through patient studies and assignment. The practicum will include the opportunity to study resources in the community.

Start date:
March 12, 1981



Child end Family Mantal Health Nursing

The courses from this program are available on a part time basis. Please call 967-1212 Extension 701 for further information.

For registered nurses — successful completion of the courses leads to a certificate.

Other health care professionals are welcome to take individual courses.

For professionals who work with children/adolescents/families in various fields including community health, pediatrics, child care, psychiatry, school nursing or who care for emotionally distrubed, retarded or handicapped children, this program will be of great interest.

List of courses

PSYC 400
- Communication/Counselling Skills
- Clinical Psychiatric Assessment
- Dynamics of Group Work
- Scope of the Professional Role in Psychiatric Nursing

NURS 402
- Mental Health Nursing of the Child/Family

SOC 400
- Socio-Cultural Approaches to Health and Illness

PSY 400
- Psychology: Normal/Abnormal Development

PSY 401
- Psychotherapeutic Approaches with Child/Family

HUMN 400
- Legal Considerations in Child/Family Care
- Ethical Dilemmas in Health Care
- Values/Beliefs and Mental Health Care

PSYC 401
- Practicum Part I Mental Health

NURS 403
- Practicum Part II Mental Health: Child and Family

Standard First Aid **FIT 801**

Saturdey end Sunday
0900-1700 hrs.
Case Loma Campus
16 hours
Fee: $25.00 (plus approximately $1.75 for the Red Cross Sociaty Stenderd First Aid Certification).

Prerequisite: 16 years of age.
Course Content: This course will acquaint candidates with recognition of problems of cessation of breathing, severe bleeding, poisoning, level of consciousness and the care for these immediate emergencies. It will also give candidates the opportunity to practice techniques of transportation of suspected spinal injury victims as well as splinting of suspected bone fractures all in accordance with Canadian Red Cross Society standards.

Start dete:
Janvery 31, 1981

HEALTH SCIENCES

Athletic Training **FIT 802**

Seturdey end Sunday
0900-1700 hrs.
Cese Lome Cempus
16 hours
Fee: $25.00

Prerequisite: Standard First Aid.
Course Content: This course will provide coaches, trainers, team managers and other personnel involved in sporting activities with basic concepts of injury recognition for a variety of athletic injuries. It will also offer possible techniques of prevention, legal considerations, immediate care modalities as well as rehabilitative exercises.

Stert dete:
Februery 14, 1981

Preventive
Conditioning **FIT 803**

Saturday and Sundey
0900-1700 hrs.
Casa Lome Cempus
16 hours
Fee: $25.00

Prerequisite: Athletic Training.
Course Content: This course will apply the concepts of fitness training techniques as they relate to the prevention of athletic injuries. The student will learn to identify the demands placed on the body during various sports movements in terms of required muscle strength, flexibility, muscle endurance, cardiovascular endurance and body build as well as utilizing programming principles to establish conditioning programs that will help reduce sports injuries.

Start dete:
March 28, 1981

Self Defence For
Men end Women **FIT 804**

Thursdey, 2000-2200 hrs.
St. James Cempus
20 hours
Fee: $30.00

Course Content: This course will discuss practical solutions to prevent confrontations as well as how to handle physical situations should they arise. Basic techniques such as kicks, punches and breaking holds will be covered

Stert detes:
Jenuery 8, 1981
March 19, 1981

HOSPITALITY

HOSPITALITY

Hospitality Division
High School Programs

Each spring the Hospitality Division offers a series of courses designed to provide practical training for High School students wishing to be employed in Summer Camps, Hotels, Restaurants or Resorts during the summer months.
Interviews with students and prospective employers are set up prior to the beginning of the courses and many students are hired before the classes begin.
All High School Programs are conveniently held during the early evening and on the weekends.

Employment Summer '81 Courses
Cook's Assistant Garde Manger
Assistant Summer Camp Baker
Assistant Summer Camp Cook
Waiter/Waitress Training
Cook's Assistant

For further information regarding course content and starting dates, please call 967-1212, extension 613.

Certificate Course in
Haute Cuisine

This program is designed to meet the evergrowing demand for knowledge and practical experience in the creation of fine food and entertainment in the home. The entire course consists of 5 individual sections commencing with basic small quantity food; this will give the student the opportunity to apply the principles of cooking, using the raw materials with tested recipes under the guidance of skilled chefs. This section will be followed in sequence by basic baking, advanced small quantity food, advanced baking and appreciation of wines, spirits and liqueurs. Each student, on satisfactory completion of the individual sections, will receive a certificate of competence and, on completion of all five sections, will be awarded a certificate in Haute Cuisine.

Haute Cuisina Program

Introduction applies to first five courses only.

Small Quantity
Food (Besic) **FP 730X**

Monday, Tuasday or Wednesday
1800-2200 hrs.
Kensington Campus
60 hours
Fee $75.00
Materials: $55.00

Course Content: This course is designed to introduce the basic principles of cooking as related to fine food, to take the raw products and create the basic requirements for classical dishes, sauteing, broiling and stewing, cooking lean and fat fish, seafoods, and the accompanying vegetables, salads, garnishes and dressings, employing the knowledge and expertise of chefs in the use of herbs, spices and wines.

Start date:
February 2, 1981

Baking (Besic) **BK 610X**

Monday, 1800-2200 hrs.
Kensington Campus
40 hours
Fee: $50.00
Materials: $30.00

This course is designed to equip the student with a practical working knowledge of pastry doughs, choux paste, yeast dough and sponge goods, the use of icings, creams, puddings, custards and other desserts, fruits, tarts, pies and quick breads, the high ratio and angel cake mixes, simple decoration and presentation of birthday and other occasion cakes.

Start date:
January 19, 1981

Small Quantity
Food (Advancad) **FP 731X**

Thursday, 1800-2200 hrs.
Kensington Campus
60 hours
Fee: $75.00
Materials: $70.00

Prerequisite: Basic Small Quantity Food. FP 730X. This course will take the basic principles of cooking and apply them to the classical dishes of the countries in continental Europe, so that the student will be able to produce the French classics, the famed Italian pastas, the Spanish paellas, the Russian coulibiacs, the Scandinavian smorgasbords, the German sauer braten and beer soups, the shish kabobs of Turkey and Greece, the bouillabaisse of Marseilles, the Indian curries, Japanese suki yaki; the nasi goreng of Indonesia and a host of other famous dishes.

Start date:
February 5, 1981

Baking (Advanced) **8K 634X**

Wednesday, 1800-2200 hrs.
Kensington Campus
40 hours
Fee: $50.00
Materials: $35.00

Prerequisite: Basic Baking. BK 610X.
The course will take the basic knowledge of pastry and desserts and allow the development of these techniques to create patisserie masterpieces, flamboyant desserts, ice cream bombs, souffles, petits fours, tortes, gateaux, and sugar creations with the decorative centre pieces, the true art of French pastries and their presentation.

Start date:
January 14, 1981

Appreciation of Wines
Spirits and Liquaurs **F 807**

Tuesday, 1800-2200 hrs.
Kensington Campus
30 hours
Fee: $40.00
Materials: $55.00

Prerequisite: Over 19 years of age. This course will be devoted to the knowledge of wines from the standpoint of types, vintages, prices, handling, storage, and correct usage in relation to menu, glassware, and serving temperatures. Guest lecturers will deal with the evaluation by taste of the more distinctive wines.
Enrollment limited.

Start date:
January 19, 1981

Chinesa Cuisina **F 810**

Tuasday, 1900-2200 hrs.
Kensington Campus
30 hours
Fee: $40.00
Matarials: $25.00

This course is designed to introduce the student to the basic principles of Chinese cooking. The course contains a series of lectures and demonstrations to familiarize the student with the use of ingredients, herbs, teas, and the planning of menus familiar to North America. Tasting of prepared dishes will be part of each demonstration lesson.

Start date:
January 20, 1981

Advancad Wina
Appraciation **F 811**

Wednasday, 1900-2200 hrs.
Kensington Campus
30 hours
Fee: $40.00
Materials: $105.00

Prerequisite: Appreciation of Wines, Spirits & Liqueurs. F 807, and over 19 years of age.
Course Content. This course has been designed to familiarize students, who already have a sense of wine appreciation with "Grand Crus" from French and German vinyards. The program will also include liqueurs, spirits, cordials, beers and ciders. Tasting and sampling will be part of the prescribed course.
Enrolment limited.

Start date:
January 21, 1981

Junior Gourmet Cooking
(Advancad) **F 819**

Saturday, 1000-1300 hrs.
Kensington Campus
30 hours
Faa: $40.00
Materials: $30.00

Prerequisites: Junior Gourmet Basic FB15
Course Content: Students will further the skills and knowledge acquired in the basic program. All areas of the menu from appetizers to desserts will be covered with special emphasis placed on dishes from countries such as China, France, Italy and Germany. The students will engage in practical work to attain these skills.

Start date:
January 10, 1981

Mixology
(Cocktail Bartanding) **BAR 503X**

Monday, 1900-2200 hrs.
Kensington Campus
30 hours
Faa: $40.00
Matarials: $30.00

Prerequisite: Over 19 years of age.
Course Content: This course is designed to teach basic drink preparation for home use or as an introduction to the bartending profession. Using fully equipped, individual bars, students learn to prepare the 30 most popular shaken, stirred and built drinks.
Enrollment Limited.

Start date:
January 12, 1981

HOSPITALITY

Meat Cutting for the
Home Enthusiast **F 817**

Monday, 1900-2200 hrs.
Kensington Campus
30 hours
Fee: $40.00
Matarials: $120.00

Course Content: The course is designed for people who wish to learn home style techniques of preparation, utilization and storing of poultry and basic meat cuts. The student will be involved in the cutting and processing of various cuts of lamb, pork, and poultry and the finished product will become the personal property of the student.
In addition there will be a demonstration of the cutting of a side of beef (hindquarters, forequarters) into primal and retail cuts. Students will have the opportunity to purchase and process selected beef cuts at cost price.

Start date:
January 19, 1981

Certificata in Business
Manegamant Studies
(Hospitality/Tourism Industry)

Each of the following courses is complete in itself. Successful completion of 6 of the B courses qualifies the participant for a certificate from Ministry of Colleges and Universities in Business Management Studies. These courses can also be applied for credit towards the full-time diploma in Hotel or Food and Beverage Management. For information concerning the specific requirements for the certificate phone 967-1212 extension 613.
The course fee includes the cost of materials.

Purchesing for
Hospitality **ACC 108X**

Thursdey, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $70.00

Course Content: To understand the complexities of Food and Beverage purchasing. To understand certain fundamental principles in purchasing which help avoid costly errors and build a more profitable operation. This is a basic course which deals with purchasing needs as determined by function, delivery, quantity and price. Subject Matter. Purchasing and Profits; Setting Purchasing Specifications; Making Quantity Decisions; Basic Inventory Control and Purchasing; Selecting Suppliers; Determining Prices, Other Costs in Purchasing; Purchasing Procedures; Value Analysis, Buying Outside Canada, Make vs Buy Decisions; Evaluating Purchasing Effectiveness.

Start date:
January 22, 1981

Food end Bavarage
Cost Control **ACC 210X**

Monday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $60.00

Course Content: To understand the essential principles and procedures of effective food and beverage control. Assignments: The purpose of food and beverage cost control; food purchasing, receiving, storing and issuing; calculation of actual food costs; establishment of standard cost; calculation of standards; production planning and special controls; improvement methods and procedures; beverage purchasing, receiving, storing and inventory control; calculating standard sales values; actual versus standard beverage sales.

Start date:
January 19, 1981

Front Office
Operetion **HIND 222X**

Thursdey, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $60.00

An intense professional approach to Front Office procedures, expressing the hotel guest relationship from prearrival to departure. Heavy emphasis on hotel terminology plus strategies of reservation controls, reception and credit procedures along with skills of operation and audit of the NCR 4200 and 250. Attention will also be paid to special situations such as the V.I.P. guests as well as travel agencies and their impact on the hospitality industry.

Start date:
January 22, 1981

Business Law **OMDP 918**

Monday (Fall Term)
Thursday (Winter Term)
1830-2130 hrs.
Kensington Campus
30 hours
Fee: $70.00

Course Content: To provide an understanding of the legal aspects of the hospitality industry and the law in perspective. To learn to recognize and deal more effectively with the legal aspects of business. To improve communications with lawyers and understand and apply their advice. This course provides business people with a basic understanding of some of the points of law which frequently arise in business. Topics by Session: Formation of a Contract; Discharge of a Contract; Absolute Sales of Personal Property; Conditional Sales Contracts, Chattel Mortgages and Bailment; Creditor's Rights, Negotiable Instruments and Collections; Partnerships; Corporations; Leases, Bankruptcy; Patents, Trade Marks and Unfair Competition.
Optional Topics. Insurance Contracts; Employer-Employee Relations; Mechanics' Liens. This course deals with the Hotel Registration of Guests Act, the Innkeepers Act, the Liquor License Act and the multitude of regulations affecting the operations of hotels and restaurants.

Start date:
January 22, 1981

HOSPITALITY

Financial Menegement for Hospitelity/ Tourism **OMDP 919**

Wednesday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $70.00

Course Content. To determine the basic accounting data required by operations in the hospitality and tourist industries. To show how better utilization of information from accounting records can be incorporated into budget planning, and improve both the efficiency and profitability of a business. This course covers a wide range of subjects essential to profitable financial management. Topics by Session; Financial Statements, Planning Budgets and Forecasting; Controls of Food, Beverage and Room Revenue; Cash Flow and Control; Credit Analysis and Control; Inventory Control; Purchasing and Leasing Policies; Control of "Un"-Fixed Assets; Taxation; Priorities for Effective Management.

Start dete:
Jenuary 21, 1981

Effective Supervision in Hospitality/ Tourism **OMDP 920**

Tuesday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $70.00

Course Content: To increase the proficiency of the supervisor. To show the importance of human relations in job performance. To emphasize the value of formulating decision-making policies based on the viewpoint of the guest. This course stresses the role and responsibilities of the supervisor in developing a more dynamic and profitable operation. Topics by Session: The Role of the Supervisor; Analyzing the Problem; Principles of Effective Supervision; Setting Objectives and Goals; Organizing and Planning; The Human Factor; Flow of Information; Improvements-Flow Charting and Layout Analysis; Selecting Criteria and Measuring Results; Taking Corrective Action.

Start date:
Jenuery 20, 1981

Marketing for tha Hospitality Industry **OMDP 921**

Wednesday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $70.00

Course Content: To learn to deal effectively and decisively with marketing problems, thereby, avoiding needless errors, unhappy customers and waste of time and money. The course material covers the many facets which are vital to a successful marketing program. Topics by Session: Analyzing the Marketing Problem; Sales Planning; Equipping to Sell and Service; Direct Mail as a Marketing tool; Advertising as a Marketing Tool; Supplementary Marketing Aids; Promoting Individual Room Business; Promoting Convention and Group Business; Promoting Food and Beverage Sales; Relating All Management Decisions to Marketing.

Start date:
Jenuery 21, 1981

Sanitetion and Safety **SAN 100X**

Wednesday, 1830-2130 hrs.
Kensington Campus
30 hours
Fee: $70.00

Course Content: To understand the significance of sanitation in food service and also provide the practical knowledge needed to implement a sanitation program in any kitchen. It stresses the importance of the food poisoning problem of today and shows how important sanitation is from an economic, legal and moral point of view. It attempts to correct the misconception that sanitation is visual cleanliness (good old-fashioned housekeeping) by emphasizing the concept of bacteriological cleanliness. It describes the basic facts of bacteriology in terms the layman can understand and shows the importance of sanitation from a profit and loss standpoint. Included in this program is the National Sanitation course produced by the Canadian Restaurant and Food Services Association and a Saint John's Ambulance safety course. Graduates receive accreditation for both of these courses in addition to the Sanitation Nutrition and Safety Program.

Start date:
Jenuery 21, 1981

Saturday Morning At The Merket **F 830**

Seturdey, 0800-1200 hrs.
Kansington Campus
4 hours
Fee: $15.00

Course Content: Toronto's Saturday morning markets are one of the best features of city life. Come and learn how to explore, shop and enjoy the fascinating and vibrant St Lawrence market. You will go through the market with a fully qualified chef instructor learning how to buy seafood, vegetables, meats, poultry, cheeses, coffees and a host of delicacies. On return to the college the instructor will demonstrate how to create fascinating brunches and entrees using fresh market products. Enrolment is limited.

Start dates:
January 10 and 24, 1981
February 14 and 28, 1981
March 14 and 28, 1981
April 11 and 25, 1981

Dining Out: A Guidad Tour of Toronto's Most Interasting Restaurents **F 831**

Tuesday, 1800-2200 hrs.
Kensington Campus
20 hours
Fee: $30.00

Course Content. Over the last ten years the good life has come to Toronto. No longer do they roll up the streets at dusk; in fact, Toronto has become internationally known for its food, its restaurants and entertainment centres. This unique course will provide the knowledge of the college's food experts in developing and appreciating an educated palate. Lectures will outline the foods of the world, the development of national and regional dishes, methods of preparation, appropriate beverages and service techniques. Each lecture will be followed by a dinner in a restaurant that best exemplifies the food of the country under discussion. Countries discussed in series A will be Greece, Italy, France, Japan and Germany. Fees include the cost of the lecture only. Restaurants chosen will be restricted to the medium-priced range.

Start dates:
January 13, 1981
February 17, 1981
March 24, 1981

INDUSTRIAL TRAINING

An Introduction to Real Estete Segmant I **RE 900A**

Monday to Fridey
6 hours deily
Collega Campus
30 hours
Fea: $70.00

Course Content: This course covers the following topics: ownership of real estate as an investment; to own or to rent?; how much should we pay?; financing a purchase; financing — government plans; benefits and services of broker, a career in real estate; relationship of principal and agent; the typical real estate transaction.
Fee includes text book.

An Introduction to Real Estete — Segment II **RE 9008**

Mondey to Friday
4 hours daily
Collage Campus
60 hours
Fea: $115.00

Prerequisites: Evidence of completion of Segment I· 75% pass mark on the examination for Segment I
Course Content: This course covers the following topics· introduction; real estate and the economy; the Real Estate and Business Brokers Act; the broker — salesman relationship; ethics; municipal regulations, subdivision control, introduction to land descriptions; construction; evaluation; advertising; mortgages; agency law; statutes affecting the Real Estate business; parties to contract, contract law; agreement of purchase and sale.
Fee includes text book.

An Introduction to Real Estete — Segment III **RE 900C**

Mondey to Fridey
6 hours deily
Collega Campus
60 hours
Fee: $135.00

Prereduisites: Evidence of completion of· Segment II; 75% pass mark on examination for Segment II.
Course Content. This segment is comprised of case studies designed to give participants an opportunity to focus on practical situations they would encounter in a day to day Real Estate operation.
Fee includes text book.

Principlas of Mortgage Financing **RE 902**

Monday to Fridey
8 hours daily
Collage Campus
40 hours
Faa: $115.00

Course Content: Mortgage terminology, mortgages as an investment, the mortgage market; types of mortgages and lenders, the borrower's needs; the lender's needs; submitting the application for a mortgage; the role of secondary financing; mortgage specialties; property appraisals
Fee includes text book

Principlas of Appraisal **RE 903**

Monday to Fridey
8 hours daily
Collage Campus
40 hours
Fee: $115.00

Course Content. The purposes and functions of real estate appraisal, the nature of real property value; legal aspects of real estate; the appraisal process; general area and neighbourhood trends; site analysis, site valuation and problems, introduction to appraising subdivisions; how to inspect and measure a property; building materials and equipment, architectural styles and functional utility; building cost estimates, accrued depreciation, problems relating to the cost approach (land and building valuation), introduction to direct sales comparison (market data approach); introduction to the income approach; correlation (and final estimate of value); course review.
Fee includes text book

Commercial Rael Estate **RE 904**

Monday to Friday
8 hours daily
Collage Campus
40 hours
Faa: $115.00

Course Content: Scope of the commercial investment field, the municipality, planning and zoning; development of the region, feasibility studies, the office building — developer's and tenant's viewpoint; the shopping centre — developer's and tenant's viewpoint; apartment building; ownership versus leasing — co-operatives and condominiums; investment — comparison of types and legal and tax problems; syndication; sale of business — the Real Estate and Business Broker's Act and the Bulk Sales Act; financing commercial projects — lender's and borrower's viewpoint.
Fee includes text book

Real Property Law **RE 905**

Monday to Friday
8 hours daily
Collage Campus
40 hours
Fee: $115.00

Course Content: History of real property law, rights and limitations of ownership; estates in land; interests less than estates; leases, convenants; transfer of interests in land, role of the real estate agent; mortgage law, contract law, use of real estate forms; the lawyer and the agent, Real Estate and ,Business Broker's Act; Condominium Act, Planning Act, Income Tax Act; Land Speculation Act; Land Transfer Act; Expropriation Act, review
Fee includes text book
Note: For information on start detes for the Real Estate course phone 967-1212, ext. 595.

Transport Driving **TRANS 900**

Saturday, 0800-1800 hrs.
College Campus
60 hours
Faa: $290.00

Prerequisite: Class "D" License. One year's driving experience on a straight truck, 3 ton or larger; medical examination in accordance with licensing.

Driver Training **TRANS 901**

Saturday, 0800-1800 hrs.
Collage Campus
60 hours
Fee: $290.00

Prerequisite: Class "G" license and one year's experience driving an automobile or "G" license vehicle

Transport Driver Trainer **TRANS 903**

Collage Campus
30 hours
Faa: $115.00

Prerequisite: Current Ontario driver's license and 5 year's experience of driving, the vehicle for which instruction is to be given and/or recommendation of employer.

NOTE: For information on start datas oftruck driving courses, phone 967-1212 ext. 283/4/5.

THEATRE & DANCE

Acting

The three levels of Acting are offered for two terms of eight weeks each, six hours per week. The fall term begins October 6, 1980 and the Spring term on January 26, 1981. The courses are conducted in the Theatre Department at 530 King St. East (at River St.)
All students wanting to enrol in these courses are required to attend a preliminary session one week prior to the start of each term, i.e. Monday, September 29, 1980 at 1900 hrs. and Monday, January 19, 1981 at 1900 hrs. Registration will take place at this time.
This orientation session enables the teachers to advise students of the class most suitable for them and ensure a consistent level in each group which is to everyone's advantage.

Acting (Beginners) THEA 900

1900-2200 hrs.
530 King St. E.
48 hours
Fee: $85.00

Exploratory exercises and improvisations designed to make the students aware of themselves and their resources.

Acting (Intermediate) THEA 901

1900-2200 hrs.
530 King St. E.
48 hours
Fee: $85.00

Continuation in greater depth of THEA 900.

Acting (Advenced) THEA 924

1900-2200 hrs.
530 King St. E.
48 hours
Fee: $85.00

Text study, scene work, solo material and speeches for audition purposes.

Voice Production and Public Speaking THEA 923

Wednesday or Thursday
1830-2100 hrs.
Cese Lome Campus
25 hours
Fee: $70.00

This course is designed to assist professional, non-professional and student actors, radio and TV broadcasters and performers, teachers, lawyers, public speakers and others who wish to improve their communication skills before audiences, in social and business groups and in their person-to-person relationships. Individualized coaching is a major feature of this course.

Start detes:
January 7 or 8, 1981
April 1 or 2, 1981

School of Dance
Director: Lois Smith

The curriculum of all courses is designed for progression over a period of 38 weeks, which is divided into two terms of 19 weeks each.

Term Dates:

1st Term — September 8, 1980 — January 31, 1981 (includes 2 week Christmas break).
2nd Term — February 2, 1981 — June 20, 1981 (includes 1 week Spring break).

Junior/Senior School Entrance Requirements

Minimum — Students must be aged 8 years on or before December 31, 1979 in order to commence classes in September, 1980.
Maximum — Where a student has graduated from High School, or passed the age of 19, and who does not wish to become a professional dancer or who, in the opinion of the Director, does not have the potential to become a professional dancer he/she will be recommended to continue training in the Non-professional Courses.
Auditions — Students with previous training at other schools will be required to attend a pre-arranged audition class before being accepted

Regular Courses

Pre-Ballet
Term 1 DA 900A

Saturday, 1045-1145 hrs.
Fee: $85.00

A special course aimed at encouraging creativity, body, and spatial awareness and rhythmic sense as a preparation for more formal ballet training.

Pre-Ballet
Term 2 DA 900B

Saturday, 1045-1145 hrs.
Fee: $85.00

Continuation of DA 900A.

Pre-Ballet
Additional Training DA 900Z

Variable hours for DA 900A-8.

Ballet — Form 1
Term 1 DA 901A

Tuesday, 1645-1745 hrs.
Saturday, 1230-1330 hrs.
Fee: $150.00

The classical style of ballet, taught in a carefully graded curriculum, drawing on the Checcetti, Royal Academy of Dance, Bournonville, French and Russian techniques. Students must attend a minimum of two ballet classes per week but will be encouraged to take the maximum available at their level. A charge of $50.00 per level, for each additional class taken beyond the compulsory ones

Ballet — Form 1
Term 2 DA 9018

Tuesday, 1645-1745 hrs.
Saturday, 1230-1330 hrs.
Fee: $150 00

Continuation of DA 901A

Ballet — Form 1
Additional Training DA 901Z

Variable hours for DA 901A-8.

Ballet — Form 2
Term 1 DA 902A

Wednesday, 1645-1745 hrs.
Saturday, 0930-1030 hrs.
Fee: $150.00

Ballet Form 2
Term 2 DA 902B

Wednesday, 1645-1745 hrs.
Saturday, 0930-1030 hrs.
Fee: $150.00

Continuation of DA 902A.

Ballet — Form 2
Additional Training DA 902Z

Ballet — Form 3
Term 1 DA 903A

Wednesday, 1645-1800 hrs.
Saturday, 0915-1030 hrs.
Fee: $150.00

Ballet — Form 3
Term 2 DA 903B

Wednesday, 1645-1800 hrs
Saturday, 0915-1030 hrs.
Fee: $150.00
Continuation of DA 903A.

Ballet — Form 3
Additional Training DA 903Z

Variable training hours for DA 903A-8.

Ballet — Form 4
Term 1 DA 904A

Tuesday, 1645-1800 hrs.
Friday, 1645-1800 hrs.
Fee: $150.00

Ballet — Form 4
Term 2 DA 9048

Tuesday, 1645-1800 hrs.
Friday, 1645-1800 hrs.
Fee: $150.00
Continuation of DA 904A.

Ballet — Form 4
Additional Training DA 904Z

Variable training hours for DA 904A-8.

Ballet — Form 5
Term 1 DA 905A

Tuesday, 1800-1930 hrs.
Thursday, 1630-1800 hrs.
Fee: $150.00

Ballet — Form 5
Term 2 DA 905B

Tuesday, 1800-1930 hrs.
Thursday, 1630-1800 hrs.
Fee: $150.00
Continuation of DA 905A

THEATRE & DANCE

Ballet — Form 5
Additional Training DA 905Z

Variable training hours for DA 905A-8.

Ballet — Form 6
Term 1 DA 906A

Monday, 1645-1815 hrs.
Thursday, 1645-1815 hrs
Fee: $150.00

Ballet — Form 6
Term 2 DA 906B

Monday, 1645-1815 hrs.
Thursday, 1645-1815 hrs.
Fee: $150.00
Continuation of DA 906A.

Ballet — Form 6
Additional Training DA 906Z

Variable training hours for DA 906A-8.

Ballet — Elementery
Term 1 DA 907A

Tuesday, 1645-1815 hrs
Friday, 1645-1815 hrs.
Fee: $150.00

Ballet — Elementery
Term 2 DA 907B

Tuesday, 1645-1815 hrs
Friday, 1645-1815 hrs.
Fee. $150.00
Continuation of DA 907A

Ballet — Elementery
Additional Training DA 907Z

Variable training hours for DA 907A-8.

Ballet — Intermediate
Term 1 DA 908A

Wednesday, 1645-1815 hrs.
Saturday, 1045-1245 hrs.
Fee. $150.00

Ballet — Intermediate
Term 2 DA 908B

Wednesday, 1645-1815 hrs.
Saturday, 1045-1245 hrs.
Fee: $150.00
Continuation of DA 908A

Ballet — Intermediate
Additional Training DA 908Z

Variable training hours for DA 908A-8.

Boys' Coeching
Term 1 DA 911A

Fee: $85.00

Special ballet classes for male dancers.

Boys' Coeching
Term 2 DA 911B

Fee. $85.00
Continuation of DA 911A.

Boys' Coeching
Additional Training DA 911Z

Variable training hours for DA 911A-8.

Basic Pointe
Term 1 DA 913A

Monday, 1830-1930 hrs.
Tuesday, 1700-1800 hrs.
Fee: $150.00

Basic Pointe
Term 2 DA 913B

Monday, 1830-1930 hrs
Tuesday, 1700-1800 hrs
Fee: $150.00
Continuation of DA 913A.

Basic Pointe
Additional Training DA 913Z

Variable training hours for DA 913A-8.

Elementery Pointe
Term 1 DA 914A

Tuesday, 1815-1915 hrs
Thursday, 1700-1800 hrs.
Fee: $150.00

Elementary Pointe
Term 2 DA 914B

Tuesday, 1815-1915 hrs
Thursday, 1700-1800 hrs.
Fee: $150 00
Continuation of DA 914A.

Elementery Pointe
Additional Training DA 914Z

Variable training hours for DA 914A-8.

Intermediete Pointe
Tarm 1 DA 915A

Fee. $150.00

Intermediate Pointe
Term 2 DA 915B

Fee: $150.00
Continuation of DA 915A.

Intermediate Pointe
Additional Treining DA 915Z

Variable training hours for 915A-8

Composite Courses
(Form 5 to Intermediete)

These special courses are designed to provide a more all-round training for those students interested in dance.

Composite Form 5
Term 1 DA 916A

Tuesday
1800-1930 hrs. (Ballet)
Thursday
1630-1800 hrs. (Ballet)
Thursday
1830-1930 hrs. (National Dance)
Fee. $180.00

Composite Form 5
Term 2 DA 916B

Fee: $185.00
Continuation of DA 916A.

Composite Form 5
Additional Training DA 916Z

Variable training hours for DA 916A-8.

Composite Form 6
Term 1 DA 917A

Monday
1645-1815 hrs. (Ballet)
1830-1930 hrs. (Pointe)
Thursday
1645-1815 hrs. (Ballet)
1830-1945 hrs. (Character)
Fee: $200.00

Composite Form 6
Term 2 DA 917B

Monday
1645-1815 hrs. (Ballet)
1830-1930 hrs. (Pointe)
Thursday
1645-1845 hrs (Ballet)
1830-1945 hrs. (Character)
Fee. $200.00
Continuation of DA 917A.

Composite Form 6
Additional Treining DA 917Z

Variable training hours for DA 917A-8.

Composite Elementery
Term 1 DA 91BA

Tuesday
1645-1815 hrs (Ballet)
1815-1915 hrs. (Pointe)
Friday
1645-1815 hrs. (Ballet)
1815-1930 hrs. (Spanish)
Fee: $215.00

Composite Elemantery
Term 2 DA 91BB

Tuesday
1645-1815 hrs. (Ballet)
1815-1915 hrs. (Pointe)
Friday
1645-1815 hrs. (Ballet)
1815-1930 hrs. (Spanish)
Fee: $215.00
Continuation of DA 918A.

Composite Elementery
Additional Training DA 918Z

Variable training hours for DA 918A-8.

Composite Intermediate
Term 1 DA 919A

Wednesday
1645-1815 hrs. (Ballet)
1815-1930 hrs. (Modern)
Saturday
1045-1245 hrs. (Ballet/Pointe)
Fee: $225.00

Composite Intermediete
Term 2 DA 919B

Wednesday
1645-1815 hrs. (Ballet)
1815-1930 hrs. (Modern)
Saturday
1045-1245 hrs. (Ballet/Pointe)
Fee: $225.00
Continuation of DA 919A.

Composite Intermediate
Additional Training DA 919Z

Variable training hours for DA 919A-8.

Pre Professional Course
(Form 6 Intermediete)

Designed for students wishing a more intensive training and who are interested in a professional career in dance. These courses involve an average of 2 classes per day, five days per week. Arrangements can be made with some high schools to finish academic subjects early enough to arrive at the School of Dance for the usual 1515 hrs. start time. For further information on these courses, contact the School of Dance directly at (416) 363-9945.

THEATRE & DANCE

Pre-Professional — Form 6 Term 1 **DA 922A**

Fee: $235.00

Pre-Professional — Form 6 Term 2 **DA 922B**

Fee: $235.00

Pre-Professional — Form 6 Additional Training **DA 922Z**

Pre-Professional — Elemantary Term 1 **DA 923A**

Fee: $235.00

Pre-Professional — Elamantary Term 2 **DA 923B**

Fee: $235.00

Pre-Professional — Elamantary Additional Training **DA 923Z**

Pre-Professional — Intarmadiata Term 1 **DA 924A**

Fee: $235.00

Pre-Professional — Intarmediate Tarm 2 **DA 924B**

Fee: $235.00

Pre-Professional — Intarmadiata Additional Training **DA 924Z**

All courses listed above lead to entry into the two-year diploma program designed to prepare the student for a professional career in dance. Admissions requirements for this program are the Ontario Secondary School Graduation Diploma or equivalent, advanced level ballet and an audition.

Non-Professional Courses

A special program for interested adults, amateur and professional actors, as well as former dance students not interested in a professional career in dance.
Fees are based on one class per week. Students may register for more than one class per week within their level.

Ballat 1 Term 1 **NDPA 950A**

Monday, 1830-1945 hrs and 1945-2100 hrs.
Tuesday, 1945-2100 hrs.
Wednesday, 1945-2100 hrs.
Thursday, 1945-2100 hrs.
Friday, 1815-1930 hrs
Fee: $85.00

These courses are designed for adults and non-professionals who wish to combine meaningful exercise with a deeper understanding of the technical aspects of dance

Ballat 1 Tarm 2 **NDPA 950B**

Fee: $85.00

Continuation of NPDA 950A.

Ballat 1 Additional Training **NDPA 950Z**

Variable training hours for NDPA 950A-8.

Ballat 2 Term 1 **NDPA 951A**

Monday, 1815-1930 hrs. and 1945-2100 hrs.
Thursday, 1945-2100 hrs.
Friday, 1815-1930 hrs
Fee: $85.00

Continuation of NDPA 9508.

Ballat 2 Tarm 2 **NDPA 951B**

Fee: $85.00

Continuation of NDPA 951A.

Ballat 2 Additional Training **NDPA 951Z**

Variable training hours for NDPA 951A-8.

Ballat 3 Term 1 **NDPA 952A**

Wednesday, 1930-2100 hrs.
Thursday, 1945-2115 hrs.
Saturday, 1300-1430 hrs.
Fee: $85.00

Continuation of NDPA 9518.

Ballat 3 Tarm 2 **NDPA 952B**

Wednesday, 1930-2100 hrs.
Thursday, 1945-2115 hrs.
Saturday, 1300-1430 hrs.
Fee: $85.00

Continuation of NDPA 952A.

Ballat 3 Additional Training **NDPA 952Z**

Variable training hours for NDPA 952A-8.

Ballet 4 Term 1 **NDPA 953A**

Monday, 1945-2115 hrs.
Tuesday, 1830-2000 hrs.
Wednesday, 1815-1945 hrs
Fee: $85.00

Continuation of NDPA 9528.

Ballat 4 Tarm 2 **NDPA 953B**

Fee: $85.00

Continuation of NDPA 953A.

Ballat 4 Additional Training **NDPA 953Z**

Variable training hours for NDPA 953A-8.

Ballet 5 Term 1 **NDPA 954A**

Tuesday, 2000-2130 hrs.
Thursday, 1815-1945 hrs.
Fee: $85.00

Continuation of NDPA 9538.

Ballet 5 Tarm 2 **NDPA 954B**

Fee: $85.00

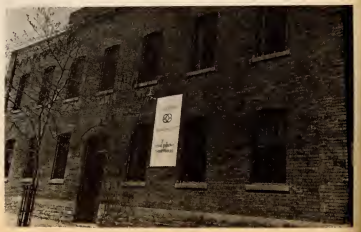
Continuation of NDPA 954A

Ballat 5 Additional Training **NDPA 954Z**

Variable training hours for NDPA 954A-8.

Jazz Beginnars Term 1 **NDPA 955A**

Tuesday, 1945-2100 hrs.
Fee: $85.00



Jazz Beginnars Tarm 2 **NDPA 955B**

Fee: $85.00

Continuation of NDPA 955A.

Jazz Beginners Additional Training **NDPA 955Z**

Variable training hours for NDPA 955A-8.

Jazz Intermediate Tarm 1 **NDPA 956A**

Tuesday, 1800-1930 hrs.
Fee: $85.00

Jazz Intermediate Tarm 2 **NDPA 956B**

Fee: $85.00

Continuation of NDPA 956A

Jazz Intarmadiate Additional Training **NDPA 956Z**

Variable training hours for NDPA 956A-8

Jazz Advanced Term 1 **NDPA 957A**

Wednesday, 1930-2130 hrs.
Fee: $85.00

Jazz Advancad Tarm 2 **NDPA 957B**

Fee: $85.00

Jazz Advanced Additional Training **NDPA 957Z**

Variable training hours for NDPA 957A-8.

GENERAL INTEREST

Celestial Navigation for tha Yachtsman **CE 801**

Thursday, 1900-2200 hrs.
Casa Loma Campus
36 hours
Faa: $55.00

Course Content. In this practical navigation course for the yachtsman, participants will learn how to determine their position from the deck of a small boat anywhere in the world. Care and use of the sextant; how to take sights and plotting positions will be emphasized. A text, almanac, tables and minimal geometry instruments will be required for the course. A list of this equipment may be obtained from the Continuing Education office at 967-1212, ext. 465/6.

Start date:
January 22, 1981

Practical Coastal Nevigation For Tha Yachtsmen **CE 816**

Thursday, 1900-2200 hrs.
Casa Loma Campus
30 hours
Fee: $50.00

Course Content. This practically oriented coastal navigation course for cruising sailors includes compass use and corrections, chart work, bearings, buoyage, signals and signalling, dock and anchorage procedures, coping with darkness, fog and heavy weather, and planning a passage. Anecdotes, films and literature related to the topic will be discussed.

Start deta:
January 22, 1981

Disc Jockey/ Social Functions **CE 803**

Wednesday, 1900-2130 hrs.
College Straat
30 hours
Fee: $40.00

Course Content: This course will provide the participants with the expertise to operate electronic equipment effectively, to program music selections and to assess and cater to the desires of the group they are entertaining. Acquiring professional MC'ing style will be highlighted.

Start date:
January 21, 1981

Ovarcoming Faar of Math **CE 808**

Wadnesday, 1900-2100 hrs.
Casa Loma Campus
20 hours
Faa: $30.00

If you "blank out" or panic when confronted with a minor mathematical problem, this course will be of interest to you. Basic mathematical skills and techniques will be taught enabling you to move ahead with confidence when applying them to seemingly complicated mathematical puzzles. You are encouraged to give direction to the course by specifying your own needs and furnishing examples of the difficulties you experience in your day to day work or activity.

Start date:
January 21, 1981

A Layman's Guida to Incoma Tax Planning **CE 810**

Wadnasday, 1900-2100 hours
Casa Lome Campus
18 hours
Fee: $30.00

Course Content: Learn how to reduce your annual income tax by planning ahead and taking advantage of the tax shelters available to most income earners. Topics covered will be income splitting, investment strategies to maximize after tax income, educational trust funds for children, retirement savings and home ownership plans. The instructor, an established tax lawyer, will show you how to argue your own tax case, if necessary.

Start date:
January 21, 1981

Know Your Car — Part 2 **CAR 801**

Thursday, 1830-2130 hrs.
Casa Loma Campus
12 hours
Faa: $25.00

Course Content: In the second part of the course Ray Stapley will demonstrate and discuss the components of the lubricating system including types and grades of oil, how to change the engine oil and oil filter, winter starting aids and accessories; the brake system; tires — how to buy and what kind, changing a tire; the exhaust system and how to check for leaks, how to check and adjust the clutch; suspension system, replacing shock absorbers; changes recommended to haul a trailer; rustproofing and body work, replacing headlights and bulbs. He will also provide dozens of tips that will save you money and repair bills and lengthen the life of your car.

Start date:
January 22, 1981

Astrology (Baginnars) **ASTR 900**

Thursday, 1900-2100 hrs.
Casa Loma Campus
40 hours
Fee: $50.00(plus $15.00 examination fee which is to be paid to the Institute for Astrological Studies).

Course Content: Elements of Astrology; origin and history of Atrology; sings, planets, houses and their relationships. Students will be examined at the end of this basic course before they can continue to the Intermediate course. Information on the requirements for Institute membership is available by telephoning 923-5019.

Start date:
Janiary 13, 1981

Modal Aircraft Construction **CFT 801**

Wadnasday, 1830-2130 hrs.
Casa Loma Campus
30 hours
Fee: $40.00

Course Content: Containing both the hobby and sport aspects of model aircraft building and flying, the course is suitable to all ages, from the young person seeking a worthwhile past-time, to a retired person looking for a new interest. Models will be built in the classroom.

Start date:
January 21, 1981

Courses for Women

Motivation/The Turning Point **CE 812**

Monday, 1900-2100 hrs.
Casa Loma Campus
12 hours
Fee: $25.00

Course Content: This course is designed to help women clarify values, sort out priorities and plan a course of action. It will be of interest to those returning to school or work, changing careers, developing new interests or making important personal decisions. Participants will focus on how to realistically assess goals, take positive action and analyse responsibilites and commitments affecting decision making. Through discussion, selected readings and self-assessment exercises, participants will be encouraged to develop and/or clarify the options available for personal growth and change.

Start date:
Janiary 19, 1981

Essantial Study Skills For Women **CE 815**

Thursday, 1900-2100 hrs.
Casa Lome Campus
16 hours
Fee: $30.00

Course Content: This course is designed for women who are returning to school and wish to review study skills, or for those who may never have had the opportunity to acquire these important skills. Topics included are: how to sharpen listening and organizing ability, efficient note-taking techniques, principles of clear writing for reports and essays, reading for comprehension and selectivity, library research skills, and preparing for examinations. Students will be guided and encouraged to practice these skills through planned exercises and assignments. Participants will also have the opportunity to discuss issues of common concern to the adult learner.

Start date:
January 22, 1981

GENERAL INTEREST

Assertivaness Training **CE 824**

Tuesday, 1930-1230 hours
Casa Loma Campus
16 hours
Fee: $25.00

Course Content: The assertive person is able to express herself in a direct and straight forward manner without either denying her own personal responses, or trampling on the rights of others. Assertiveness training teaches the principles of mature inter-action — how to insist on being treated with respect, how to be taken seriously, and how to say "no" without feeling guilty. The practical application of these principles will be a major focus of the course. Topics covered will be: every woman's bill of rights, behaviour cycles, breathing to combat stress, body language, games we play, refusing requests, the decision to change, techniques of assertion, coping with criticism and dealing with anger.

Stert data:
Jenuery 20, 1981

Who do you think you era? **CE 823**

Tuesday, 1900-2100 hours
Casa Loma Campus
24 hours
Fee: $30.00

Course Content. This course is designed to enable women of all ages to anticipate, understand and develop strategies for the challenges and changes which confront them. The course consists of two components: literature and readings by and about women and video tapes from educational television which feature dynamic men and women who discuss their perspectives on human concerns. Books and video tapes will be discussed in a relaxed atmosphere where readers can share ideas, learn to communicate better and develop a spirit of creative, yet critical, inquiry.

Start date:
January 20, 1981

Homeownership

Buying Your First Home **RE 801**

Tuesday, 1730-2030 hrs.
St. Jamas Campus
9 hours
Fee: $15.00

Course Content. The purchase of a first home is a time of much excitement and apprehension. This course will provide the first-time home buyer with sufficient information to make a knowledgeable decision. It will cover all the steps in the process including establishing a price range, selecting the right real estate agent, evaluating neighbourhoods in the Toronto area, establishing fair market value, obtaining financing, making an offer, closing costs and procedures, settling-in expenses.

Start dates:
Janiory 20, 1981
Fabruary 24, 1981
March 31, 1981
May 5, 1981

Raal Estata Investment: For Baginnars **RE 803**

Monday, 1730-2030 hrs.
St. Jamas Campus
12 hours
Fee: $25.00

Course Content: This course is designed to acquaint the first-time investor with the fundamentals of buying property for income or investment. Topics covered will be determining your own investment strategy, guidelines for inspecting properties, types of real estate investment, defining marketable rental properties, sources of financing, taxation implications.

Start dates:
January 12, 1981
March 9, 1981
Mey 11, 1981

Ranovating an Old Toronto Housa: Showcasa or Shambles **CE 826**

Tuesday, 1900-2130 hours
St. Jamas Campus
8 hours
Fee: $25.00

Course Content: A layman's guide to the basics of home restoration and remodelling — the planning process, the probable costs, the practical limitations, (structural constraints, etc.), the approval procedure, the respective role of architects, designers and contractors, and some help in their selection, the question of contracts and deposits, expected completion times, possible disruptions, typical problem areas, the possibility of doing part of the work oneself, the final inspection and timing of payments. This course opens the door to the ins and outs of fixing up or adding to an older home, while keeping costs from going through the roof.

Start date:
March 3, 1981

Athletics/Fitness

Applied Underwater Sciance **AUS 800**

Wednesdays or Thursdays
1900-2200 hrs.
Casa Loma Campus
51 hours
Fee: $65.00
Matarials: $20.00

Locations: Wed. Humberside Collegiate, 280 Quebec Ave. (Central). Thurs. Eastern Commerce High (East End), 16 Phin Avenue.
This course is open to anyone with a demonstrated ability to swim and it covers all aspects of snorkeling and scuba diving leading to international certification. Open water dives and trips south may be arranged at the completion of the course. Students will require some equipment which will be discussed during the first session.

Stert dates:
January 14 or 15, 1981
April 22 or 23, 1981

Ganaral Fitness **FIT 800**

Mondey and Thursday
1900-2000 hrs.
Casa Loma Campus
28 hours
Fee: $40.00

Course Content. This course is designed to improve your fitness level in all areas. Two fitness tests are to be administered. The first test is essential in evaluating the individual's initial fitness or physical level. The exercise program is then designed specifically on the areas that need developing. Group size may range from 6-12 people and is led by an instructor. After the fourteen week program a retest will be given to determine the improvement made. Both fitness tests will be administered during the course.

Start date:
January 5, 1981

Yoga **YOGA 800**

Wednesday, 1900-2100 hrs.
Case Loma Campus
24 hours
Fee: $35.00

The scientific technique of Traditional Yoga presented in this course will cover physical culture: Asana, Pranayama — breathing, meditation — mind-training. This ancient technique concentrates on individual-self-development for perfect physical and mental well-being. It is strictly individual and teaches methods for independent use.

Start dates:
January 7, 1981
April 1, 1981

Tennis (Beginnars) **TENN 800**

Friday, 1700-1900 hrs.
Kansington Campus
16 hours
Fee: $25.00

Course Content: Learn the art of playing tennis. A beginning game of tennis requires skill on four basic strokes — forehand, backhand, volley, serve — plus footwork.

Stert dates:
Janiory 9, 1981
March 6, 1981
May 1, 1981

GENERAL INTEREST

Tennis (Intermediate) TENN 802

Wednesday, 1900-2100 hrs.
Kensington Campus
16 hours
Fee: $25.00

Course Content: Practical skills required for participation at an advanced level are stressed, including the volley, different hits, footwork and methods of analyzing the sport.

Start dates:
January 7, 1981
March 4, 1981
April 29, 1981

Tennis (Advanced) TENN 804

Friday, 1900-2100 hrs.
Kensington Campus
16 hours
Fee: $25.00

Course Content: Advance your knowledge and skills in tennis, with special attention given to forearm, backhand and serving plus tennis strategy.

Start dates:
January 9, 1981
March 6, 1981
May 1, 1981

CPR — Basic Rescuer Recertification BRAR 900

Monday and Wednesday
1800-2130 hrs.
Casa Loma Campus
7 hours
Fee: $15.00

Prerequisite: Ontario Heart Foundation Basic Rescuer Certification.
Course Content: This course is designed to review and update material and methods presented in the Ontario Heart Foundation basic rescuer courses and will recertify holders of this certification.

Start dates:
January 5, 1981
Fabruery 2, 1981
March 2, 1981
April 6, 1981

CPR — Instructor Course CPR 900

Seturday and Sunday
0900-1700 hrs.
Casa Loma Campus
15 hours
Fee: $55.00

Prerequisite: Ontario Heart Foundation Basic Rescuer Certification
Course Content: The CPR instructor course is designed to train highly motivated and qualified individuals so they may in turn teach basic cardiac life support (bcls) to others. The stress is on a wider breadth of knowledge than is required for certification in bcls and near perfection in performance of the bcls modalities.

Start deta:
March 28, 1981

GENERAL INTEREST

Toronto History

The following three courses are being offered in partnership with the Enoch Turner Schoolhouse Foundation. Classes will be held in Toronto's oldest existing schoolhouse, built in 1848. The Schoolhouse is located at 106 Trinity Street (just south of King St. E., 1 block east of Parliament). Registration will be accepted only at the St. James Campus of the College.

Toronto's Past and Present: History Through Our Buildings CE 853

Thursday, 1930-2130 hrs.
St. James Campus
17 hours
Fee: $30.00

Course Content: Today's city dwellers rush past buildings and streetscapes, little recognizing their subtle clues to our past. Learn how and what to look for in illustrated lectures which examine buildings from Toronto's beginnings to mid-20th century. By exploring styles and materials and the relationships between individuals and buildings, we discover how people lived and reflected their class and times. After looking at the development of various types of buildings, participants will practice their new sleuthing skills in a walk through the east end of old York.
Margaret Baily is Research Historian for the Preservation Section of the Toronto Historical Board. She has shared her love of history and architecture with many groups including those at the Toronto Public Library and University of Toronto. Her informal and humorous approach invariably delights as it brings the bare bones of history to life.

Start date:
February 19, 1981

The Mosaic That Is Toronto CE 851

Tuesday, 1930-2130 hrs.
St. James Campus
22 hours
Fee: $45.00

Course Content: The city which used to be "more British than the Queen" today consists of many distinctive cultural groups. Who are they? When did they come and why? What contribution have they made to Toronto? To answer these questions, ten of the many groups that make up the Toronto mosaic will present a series of multi-dimensional vignettes. Through lectures, slides, music and displays, they will give the participants a deeper understanding of the unique blend of cultures that is Toronto.
Lynne Kurylo has a masters degree in history and museology and has organized and taught courses on the history of the city. She will be working closely with recognized resource people from each of the participating communities.

Start date:
Jenuary 20, 1981

How Toronto Grew CE 852

Thursday, 1930-2130 hrs.
St. James Campus
8 hours
Fee: $25.00

Course Content: From the beginning the City of Toronto has been a fascinating mixture of old and new, persistence and change. In this course the City's development will be treated in four stages: the colonial city (1793-1850), the commercial city (1850-1890), the industrial city (1890-1950), the management and control centre (1950-present).
At each stage the city's buildings, economy, contributing social groups and townscape will be considered. The lectures will be illustrated by slides, maps, and photographs. Students will participate in group discussion and basic research exercises. Gunter Gad is Associate Professor of Geography at the University of Toronto and past chairman of its Urban Studies Program.

Start date:
January 22, 1981

An Introduction to Handwriting Analysis CE 835

Wednesday, 1900-2100 hrs.
Casa Loma Campus
12 hours
Fee: $35.00

Course Content: This six session course is an introduction to Graphoanalysis. Graphoanalysis is a specific scientific method of analyzing handwriting to determine the character traits of the writer and the way in which these traits interact upon one another to form the whole personality. Graphoanalysis can be a self-help tool, providing insight into various aspects of the personality. This course is designed to familiarize students with some of the basic principles of handwriting analysis and provide a tool that will be useful in understanding themselves.

Start date:
January 21, 1981

An Introduction to Handwriting Analysis CE 835

Wednesday, 1900-2100 hrs.
Casa Loma Campus
12 hours
Fee: $35.00

Course Content: This six session course is an introduction to Graphoanalysis. Graphoanalysis is a specific scientific method of analyzing handwriting to determine the character traits of the writer and the way in which these traits interact upon one another to form the whole personality. Graphoanalysis can be a self-help tool, providing insight into various aspects of the personality. This course is designed to familiarize students with some of the basic principles of handwriting analysis and provide a tool that will be useful in understanding themselves.

Start date:
January 21, 1981

Magic For The Amateur CE 849

Monday, 1900-2130 hrs.
Casa Loma Campus
25 hours
Fee: $40.00

Course Content: This course will examine the basic principles of conjuring. It will focus on card magic and sleight of hand; coin magic, gimmicks, mindreading and predictions. Each student will develop their own routines, study the presentation and stagemanship of the magic act, learn to use comedy patter and comedy routines. Each member of the group will obtain the knowledge and skill to present a 10 minute magic act.

Start date:
January 26, 1981

Developing An Effective Newsletter CE 844

Thursday, 1900-2200 hrs.
Casa Loma Campus
18 hours
Fee: $40.00

Course Content: This course will cover the physical requirements of initiating and refining a company or association newsletter, emphasis will be placed throughout the course on the reasons for evolving such a house organ, discussing in depth the ways in which the management/staff relationship can be made more effective. Topics will include the public relations aspects of publications and the use of local advertising as a financial aid and as a community service in the association or company newsletter. Workshop sessions will be included in the course for the assessment of the effective use of different layouts and designs.

Start date:
February 5, 1981

GENERAL INTEREST

Artists' Loft Tour **CE 850**

Saturday, 0900-1500 hrs.
Casa Lome Campus
6 hours
Fee: $15.00

Course Content Although loft dwelling is a relatively new phenomenon in Toronto, lofts have always provided ideal accommodation for the working artist. This full day tour will take you to the lofts of three artists living in the Queen Street west area, each working in different genres. The artists will discuss his/her art, way of working, technologies used and answer your questions. You will be invited to tour the loft and discuss with the artists the use of the loft, the renovations that were necessary to make the space liveable, the advantages and disadvantages of loft life.

Start data:
Jenuery.25, 1981

How To Manage
An Art Gallary **CE 841**

Thursday, 1930-2130 hrs.
St. James Campus
16 hours
Fee: $35.00

Course Content. This course will provide a basic understanding of how art galleries are organized and managed. It will be of interest to those individuals who work in, or are in close contact with galleries. Topics include organization, administration, auxilliary groups, grants, foundations, associations, art rental, publishing and distribution of catalogues, publicity and advertising as it relates to exhibition.

Start data:
January 22, 1981

Motor Vahicla Court **CE 832**

Wadnasday, 1900-2100 hrs.
St. James Campus
8 hours
Fea: $30.00

Course Content. The major topics to be discussed are elements of careless driving, dement points and affect on the license. Trial preparation regarding use of an expert witness, appealing the conviction and impaired driving will also be covered. The Highway Traffic Act and the Criminal Code will be presented and the need for legal representation will be discussed.

Start data:
January 21, 1981

Small Claims Court **CE 831**

Monday, 1900-2100 hrs.
St. James Campus
8 hours
Fea: $30.00

Course Content: Workshop topics will include alternatives to law suits, the limitations of the court, types of claims and motions. How to commence an action, completion of forms to be filed, how to conduct the trial and how to enforce the judgement are areas well covered in this program.

Start date:
Februnry 16, 1981

Writing For Clarity
And Impact **ELS 901**

Wadnesday, 1900-2100 hrs.
St. James Campus
20 hours
Fea: $50.00

Course Content. This is a course designed for the student who wishes to write clearly and precisely in any situation — business, social, academic, political, journalistic. Topics include: sentence and paragraph structure, economy of syntax, figures of speech, formal and informal styles, organizing the subject, identifying the goal of communication. This is a nuts and bolts course where language usage and style are examined critically. Students will be required to write and review their work. Carsten Stroud is a freelance writer living and working in Toronto. His articles have been published in all the major Canadian magazines, and by his own admission, in a lot of the minor ones. He has written advertising copy, screenplays, short stories and investigative pieces.

Start data:
Februnry 11, 1981

Old Tima Radio **CE 860**

Monday, 1900-2130 hrs.
St. James Campus
20 hours
Fee: $37.00

Course Content: This program is designed to cover a maximum amount of radio history and program types. Content will include the great comics of early radio, how detective shows began, how commercials came into being, how the disc jockey evolved, how TV took over the radio audience and radio fought back.

Start data:
Janeury 19, 1981

Poatry Workshop **ELS 902**

Monday, 1900-2100 hrs.
St. James Campus
20 hours
Fea: $50.00

Course Content: This course examines the craft of poetry and the art of clear self-expression. Students will review Canadian poetry and other forms of modern writing in an exploration of nuance and connotation, and development of style. Excellent writing flows from clear self-expression and students will be encouraged to write and read from their work to develop a sense of the shape and weight of words and to stress the importance of expressing throughts in clear and concrete images. Christopher Dewdney is a Canadian poet, artist and teacher with five published volumes and six exhibitions to his credit.

Start data:
February 9, 1981

Eat Better For Lass **CE 864**

Monday, 1900-2100 hrs.
St. James Campus
10 hours
Fea: $20.00

Course Content: This course is aimed at the average consumer who must shop for food regularly, plan meals and menus, yet has no formal training. Content will include setting a budget, planning a menu, nutrition, inventory systems, the value of coupons and where to shop.

Start data:
January 26, 1981

The Art of Mima **CE 838**

Monday, 1900-2100 hrs.
St. James Campus
16 hours
Fea: $35.00

Course Content: Each two hour session will include instruction and practice of mime techniques, creative movements and character/scene studies. No gymnastic or athletic skills are necessary — old and young will enjoy learning how to use individual and delicate movements to convey expression and effect and while practising these motions participants will acquire an undreamt of flexibility in their bodies. Participants will discuss and evaluate mime performance as an art form in its own right and as an essential aspect of all acting and stage presentation. Bibi Caspari, a well-known Canadian mime artist and choreographer, has many TV, screen and stage credits.

Start data:
February 9, 1981

Marriage, Separation
and Divorca **CE 833**

Monday, 1900-2100 hours
St. James Campus
8 hours
Fee: $30.00

Course Content: The course will deal with the many cases affected by the Family Reform Act. Pertinent legislation is covered as it applies to marriage, divorce, ownership, support, custody and separation. Financial situations will be looked at and dealt with.

Start data:
January 19, 1981

Tha Sacond Marriaga
Family **CE 834**

Thursday, 1830-2030 hrs.
Casa Loma Campus
12 hours
Fea: $90/coupla

Course Content: This course looks at and deals with the family that evolves through the second marriage. Couples will be invited to share experiences, deal with past history, create new rules for the new family. Discussions will cover changed lifestyles, deal with "you're not my mother" and how to celebrate special occasions such as birthdays, Christmas, etc.

Start data:
March 19, 1981

Public Raletions
For Tha Layman **CE 863**

Thursday, 1900-2100 hrs.
St. James Campus
12 hours
Fea: $30.00

Course Content: This course is designed for the non-professional who has a need to develop basic PR skills. It will be of particular interest to those who work in a volunteer or non-business setting. Topics covered are: writing a press release, making media contacts in press, radio and TV, the setting up of press conferences, plus suggestions on how to get into public relations.

Start data:
January 22, 1981

GENERAL INTEREST

Lendlord and Tenant Law:
Understanding Tha New
Residantial Tanancies Act CE 856

Tuasday, 1930-2200 hrs.
St. James Campus
5 hours
Fea: $15.00

Course Content. This course is designed to outline the duties and the obligations of the Landlord and Tenant under this Act. Further, this course reviews the rights and responsibilities of the Residential Tenancies Commission, the body which has been empowered with the jurisdiction in the enforcement of this Act. Various forms used in this area will be reviewed and their application and usage discussed.

Start data:
January 20, 1981

Dasign Your Own
Kitchan **CE 861**

Wadnasday, 1900-2200 hrs.
St. James Campus
30 hours
Fea: $50.00

Course Content: This course will introduce creative planning, measuring, and design of functional and attractive home kitchens. Topics covered will be: cabinets, appliance selection, countertops, planning and storage, design problems, drawing the floor plan, creating an atmosphere and lighting.

Start data:
January 21, 1981

Invastment Stratagias
For Woman **CE 862**

Wednasday, 1900-2200 hours
St. James Campus
24 hours
Fea: $55.00

Course Content: The student will be shown how to choose among the following investments: guaranteed savings such as guaranteed investment certificates and Canada Savings Bonds, fixed-income securities, such as bonds, mortgages and annuties, equity securities, such as preferred and common shares, mutual funds and other investments such as gold, foreign exchange and collections.

Start data:
January 21, 1981

Why Do You Smoka? **CE 854**

Monday, 1900-2130 hrs.
Casa Loma Campus
10 hours
Fee: $20.00

Course Content: This course looks at the reasons why the smoker began smoking and why he/she has continued to smoke. Topics covered social or addictive smoking, facing the fears, physical reactions to smoking, eating and sleeping patterns, the real cost of smoking and how to begin new habits.

Start data:
January 19, 1981

Wer Gamas With
Miniaturas **CE 839**

Thursday, 1930-2130 hrs.
St. James Campus
16 hours
Fee: $20.00
Matarials: $3.00

Course Content: This course will emphasize military technology and historical background. Participants will evaluate battles, the decisions made by military command, the political influences on the military, and the day to day running of an army in the 19th century. Activities include re-enactment of battles, and experiments with military strategy and formations to re-assess victories and defeats. The instructor, Mike Wyle, is an experienced teacher of educational programs at Fort York and an avid wargame enthusiast.

Start dete:
January 22, 1981

After Separation or Divorca —
Tha Singla Parant **CE 855**

Tuasday, 2000-2200 hrs.
Casa Loma Campus
24 hours
Faa: $35.00

Course Content. This course will examine some of the psychological effects of separation and divorce on children and parents and difficulties faced by single parents. It will include material relevant to both the custodial and non-custodial parent. The course will encorporate presentation of professional understanding and strategies for the separated parent, suggested readings, films and discussion.

Start data:
January 20, 1981

Job Saarch Strategies:
How To Sall Your Skills
On Tha Job Market **CE 842**

Monday, 1900-2200 hrs.
St. James Campus
18 hours
Faa: $36.00
Matarials: $9.60

Course Content: This course will study the interview in detail, from the resume format, job analysis and the covering letter to a discussion of dress, manner and body language. Interview follow-up, time management and recording and organizing of diary and progress reports will be planned. The criteria for decisions, negotiation and acceptance of a job offer will be discussed.

Start data:
January 19, 1981

Buying a Usad Car **CE 843**

Monday, 1900-2200 hrs.
Kansington Campus
12 hours
Fae: $25.00

Course Content: This course will cover the costs and concepts of the used car, the hidden expenses of purchase and financing alternatives. An actual car will be examined closely, in reference to its emission controls, its maintenance and its overall function. Pitfalls for the unaware purchaser will be pointed out. Maintenance tools, manuals (and their interpretation) rust prevention and breakdowns will all be explained and discussed. The instructor, Attorney Robert Appel, is the author of the bestselling "Used Car Believer's Handbook".

Start date:
March 2, 1981

Coin Collacting/
Tha World of Coins **CE 845**

Wednesday, 1900-2100 hrs.
Casa Loma Campus
18 hours
Faa: $45.00

Course Content: Using a combination of lectures, slide presentations and guest speakers, participants will learn how to assess and grade the quality of rare coins, what to collect and what not to collect and the use of coin collecting as a hedge against inflation. There will also be a thorough discussion of numismatic history, coin photography and artistry.
The instructor, John Regitko, is the 1981 Chairman of the Canadian National Coin Club Association Convention and is consultant to the Canadian National Exhibition on coin exhibits.

Start data:
Februnry 4, 1981

Toronto's Othar
Thaatres **CE 847**

Monday, 1900-2200 hrs.
St. James Campus
30 hours
Faa: $60.00
Matarials: $3.00

Course Content: This course will give full knowledge of the theatre scene in and around Metro Toronto. The group will study the historical background of Toronto stage and the new experiments being made. They will compare direction, styles, acting and production interpretations, and will become aware of the variety of contrasting events offered in Toronto theatres. Participants will be offered group discount rates for visiting many theatre productions. They will discuss taste, style, fashion and trends and their effect on productions, critics and audiences.

Start data:
January 19, 1981

Living Singla Agein **CE 846**

Thursday, 1930-2200 hrs.
Casa Loma Campus
10 hours
Faa: $25.00

Course Content: This four-week program is designed for divorced, separated or widowed men and women. The program revolves around identifying your potential, setting new goals, developing your artistic talents and how to pursue your intellectual areas of interest. The fears of risking new relationships and career changes will be discussed and dealt with. In total, what do you want your new lifestyle to be?

Start data:
January 22, 1981

Bankruptcy — A
Curse or a Cura **CE 840**

Wadnesday, 1900-2130 hrs.
St. James Campus
20 hours
Faa: $40.00

Course Content: This course will examine the danger signals and how to recognize them. Topics will include non-conventional financing, voluntary bankruptcy, the function of the trustee in bankruptcy, the effect of bankruptcy on the debtor's property, and the rights of creditors. Fraud and its penalties will be covered, as will alternatives to bankruptcy. Implications of the impending changes in bankruptcy legislation will be described fully. The instructor, Michael Rotsztain, B.Comm., LL.B., has practised in Toronto for a number of years specializing in matters involving bankruptcy and related areas of law.

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NOTES

NOTES

The George Brown College

Key to Campus Locations

C **College Street Campus**
507 College Street

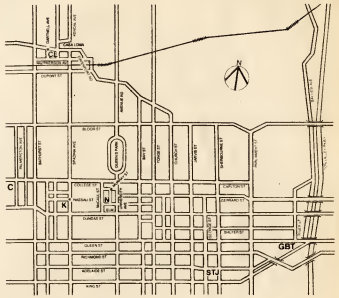
CL **Casa Loma Campus**
160 Kendal Avenue

GBT **The George Brown Theatre**
530 King Street E.

K **Kensington Campus**
21 Nassau Street

N **Nightingale Campus**
2 Murray Street

STJ **St. James Campus**
200 King Street E.



Registration Application Information

George Brown College
How to Register for Part-Time Courses by Mail

1. We encourage in-person registration after August 22.
2. Select your course(s) from the 1980/81 Continuing Education (Part-Time) Calendar.
3. Courses on different campuses require separate application forms and separate cheques.
   The form may be used for two courses on the same campus which can be paid for with a single cheque.
4. Complete the Registration Application Form.
   a) The personal data requested is required to assist the College in maintaining its records and providing a better picture of the population we serve. All information is kept confidential and may only be released with your written permission.
   b) Employers name and business phone number is helpful in contacting you in case of course changes or over-subscribed classes.
   c) Copy the course name and the code beside it from the calendar into the space provided.
   d) Convert **Start Date** desired to **Day/Month/Year** format.
   e) Calculate **Hours Per Night** and enter correct number in the appropriate box for day(s) of the week
   Note: Time is given in 24-hour format.
   f) Copy **Fees (Tuition Fee** *and* **Material Fee** or **Equipment Fee** if any) into correct boxes and calculate total payment required. Prepare your cheque for this amount.
   g) Sign and date form.
5. Mail completed form and cheque to:

   _____ Campus Admissions Office
   The George Brown College of Applied Arts and Technology
   P.O. Box 1015, Station 'B'
   Toronto, Ontario M5T 2T9

N.B. Fill in **Campus Name** from the course description on the application form and your envelope.

REGISTRATION APPLICATION

GEORGE BROWN COLLEGE PART-TIME COURSES

PLEASE PRINT CLEARLY

COMPLETE ALL BLOCKS

USE THIS FORM FOR ONE COURSE ONLY

SOCIAL INSURANCE NUMBER

DAY MONTH YEAR — BIRTH DATE

USE AN X: MR | MRS | MISS | MS

NATIONAL STATUS: CDN | LAND IMIG. | STUDENT VISA

SURNAME (LAST NAME)

GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET)

APARTMENT NO.

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

EMPLOYER'S NAME

BUSINESS PHONE

George Brown The City College

TRANSFER COURSE INFORMATION FROM CALENDAR

COURSE NAME

COURSE CODE

START DATE (DAY MONTH YEAR)

CAMPUS

HOURS PER NIGHT: M T W T F S S

TUITION FEE $ + MATERIAL FEE $ = PAYMENT $

STUDENT SIGNATURE

DATE

24/6/80

PLEASE PRINT CLEARLY

COMPLETE ALL BLOCKS

USE THIS FORM FOR TWO COURSES ON SAME CAMPUS

SOCIAL INSURANCE NUMBER

DAY MONTH YEAR — BIRTH DATE

USE AN X: MR | MRS | MISS | MS

NATIONAL STATUS: CDN | LAND IMIG. | STUDENT VISA

SURNAME (LAST NAME)

GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET)

APARTMENT NO.

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

EMPLOYER'S NAME

BUSINESS PHONE

George Brown The City College

FIRST COURSE – TRANSFER INFORMATION FROM CALENDAR

COURSE NAME

COURSE CODE

START DATE (DAY MONTH YEAR)

CAMPUS

HOURS PER NIGHT: M T W T F S S

TUITION FEE $ + MATERIAL FEE $ = PAYMENT $

SECOND COURSE – TRANSFER INFORMATION FROM CALENDAR

COURSE NAME

COURSE CODE

START DATE (DAY MONTH YEAR)

CAMPUS

HOURS PER NIGHT: M T W T F S S

TUITION FEE $ + MATERIAL FEE $ = PAYMENT $

STUDENT SIGNATURE

DATE

TOTAL PAYMENT CHEQUE ENCLOSED $

24/6/80